

A G E N D A
IDAHO DEPARTMENT OF PARKS AND RECREATION
Quarterly Board Meeting
August 4-5, 2003
Sun Valley City Hall
Sun Valley Idaho

August 4, 2003

<u>BUDGET WORKSHOP:</u>	8:00 a.m.
<u>LUNCH</u>	noon-1:00 p.m.
<u>CALL TO ORDER:</u>	1:00 p.m.
<u>WELCOME:</u>	Introduce Guests - Chairman Ernest Lombard
<u>AGENDA:</u>	Additions or deletions to the printed agenda
<u>APPROVAL OF MINUTES:</u>	April 28-29 2003

Staff Presentations to the Board:

1:15 p.m.	Park YTD Attendance Revenue Report.	Dean Sangrey
1:30 p.m.	Development Project Status	Myron Johnson
2:00 p.m.	Fee Increase Implementations	Dean Sangrey
2:15 p.m.	Quarterly Financial Report	Jane Wright
BREAK	3:00 p.m.	
	3:15 p.m.	Staff Review of Board Policy Rick Cummins
PUBLIC FORUM	3:45 p.m.	

Old Business	4:30 p.m.	Advisory Committee Findings Review	Rick Cummins
<u>ACTION ITEMS:</u>	4:45 p.m.	Grant Criteria 2004	Rick Cummins
	5:00 p.m.	Matching Requirement for Equipment	Chuck Wells
	5:15 p.m.	Temporary Fee Rules	Dean Sangrey
	26.01.20.10.13	Definition of services included in Motorized Vehicle Entry Fee	
	26.01.20.010.18	Definitions: Camper Unit	
	26.01.20.200.01	Campsite Occupancy Limited	
	26.01.20.225.03	Camping Service included in Fees	
	26.01.20.225.06	Fee Collection Surcharges	
	26.01.20.250.01	Deluxe Campsite	
	26.01.20.250.02	Reservation Service Fees	
	26.01.20.250.03	Motorized Vehicle Entrance Fee (MVEF)	
	26.01.20.250.05	Group Facility Overnight Fees	
	26.01.20.250.06	Boating Facilities Launch Fees	
	26.01.20.250.10	Nordic Ski Program Grooming Fees	
	26.01.20.300.04	Reserving Group Use Facilities	

RECESS	5:45 p.m.
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August 5, 2003

Call to order	8:00 a.m.
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ACTION ITEMS CON'T:

New Business	8:05 a.m.	2005 Budget Approval	Dean Sangrey
	9:00 a.m.	Grant Request Approvals for Road and Bridge Funds	Rick Cummins
	9:10 a.m.	Administrative % Allowed Capital	

7/15/2003

	Improvement Road and Bridge Funds	Jane Wright
9:15 a.m.	Montana Snowmobile NRC Exemption	Chuck Wells
9:45 a.m.	Request to Review the Eagle Island Master Plan	Steve Frost
10:15 a.m.		

BREAK

10:30 a.m.	Capitol Inventory Needs Program	Myron Johnson
10:45 a.m.	2004 Proposed Legislation	Dean Sangrey
11:00 a.m.	Special Events "2008 World Masters Cross Country Ski Event" Ponderosa State Park	Steve Frost

ATTORNEY GENERAL'S REPORT:

11:15 a.m. Update on Heyburn State Park Mediation Nick Krema
Osborne Cattle Access Temporary Permit
Farragut State Park Products Liability

DIRECTOR'S REPORT:

11:15 a.m.
Status of Compliance Enforcement Training Program
Staffing Update
Park Dedications
Department Communication Plan
Department Staff Development Training Program
Bruneau Natural Science Center Pledges
Caribou/Targhee Conversion

EXECUTIVE SESSION:

11:45 a.m. Under authority of Idaho Code 67-2345 Sub-section C an executive session may be held to discuss personnel, acquisition of private lands, and/or litigation

ADJOURNMENT:

THE BOARD

MISSION: To promote the general welfare and enhance the quality of life for present and future generations by developing and protecting, where needed, the state's significant natural and cultural heritage. To promote the appropriate use of recreation as a means of enriching society and the wholesome enjoyment of life. To provide a balance between individual rights and what is best for the common good. To educate and lead people to a part of the natural world. To touch the lives of all Idahoans in some positive way. To work with other agencies and groups who are interested in the goals we may have in common. To maintain close contact with constituent concerns and represent their needs to the department. To be visionary in providing policy, direction, and leadership to staff. To advocate adequate funding for the agency's activities.

- (1) This is the final agenda. Copies of the agenda will be available at the Idaho Department of Parks & Recreation, 5657 Warm Springs Avenue, Boise, Idaho. The agenda can also be found on the Department Website (www.idahoparks.org) If you have questions or would like to arrange auxiliary aids or services for persons with disabilities, please contact the Department Administrator of Management Services at 208-334-4199. Accommodations for auxiliary aids or services must be made no less than five (5) working days in advance of the meeting.
- (2) The Consent Agenda addresses routine items the board may approve without discussion. An item may be moved from this agenda area to another at the request of the Board.
- (3) The Action Items address policy and program. items the Board may wish to discuss prior to making a formal recommendation or decision. An item may be moved from this agenda area to another at the request of the Board.
- (4) The Director's Report provides information only. An item may be moved from this agenda area to another at the request of the Board.

Please Note: Discussion times for the agenda items are approximate.

☐ IDAPA RULE ☐ IDAPA FEE ☐ BOARD ACTION REQUIRED
☐ BOARD POLICY ☒ INFO ONLY, NO ACTION REQUIRED

AGENDA

Idaho Park and Recreation Board Meeting

Sun Valley, Idaho August 4-5, 2003

AGENDA ITEM: Park YTD Attendance Revenue Report

ACTION REQUIRED: NO BOARD ACTION REQUIRED

DIVISION ADMINISTRATOR: Dean Sangrey

PRESENTER: Dean Sangrey

PRESENTATION

BACKGROUND INFORMATION: Park Attendance and camping remains solid this year although YTD numbers indicate that we fell behind the record pace of the 2002 early in the year. Total YTD attendance figures through the end of June are still tracking 5.8% behind previous years YTD figures. Regional attendance figures ranged from the North Region parks showing a 9% increase over last year and the South Region park units showing an 18% decrease. Total YTD Camper units registered is tracking 3.6% behind the record setting 2002 season. Once again the North Region parks showed an overall increase, while the East Region parks were experiencing the greatest decrease in camper unit numbers. Looking more closely at monthly figures, you will see that overall we had a weak May followed by a strong June that showed a 2.3% increase in attendance and a 2.9% increase in camper units registered compared to our 2002 record setting June.

ACTION ITEM

STAFF RECOMMENDATIONS: This presentation is for informational purposes only. No Board action is necessary.

Jan-June	IDPR ATTENDANCE REPORT											
PARK	2002-2003 TOTAL DAY USE/CAMPERS				2002-2003 CAMPER UNITS				2002-2003 REVENUE			
	2002	2003	Inc./Dec.	% Change	2002	2003	Inc./Dec.	% Change	2002	2003	Inc./Dec.	% Change
Priest Lake	8318	9780	1462	17.58	1906	2235	329	17.26	\$ 25,657	\$ 51,167	\$ 25,510	99.43
Round Lake	31754	31250	-504	-1.59	901	1043	142	15.76	\$ 19,118	\$ 31,294	\$ 12,176	63.69
Farragut	77037	72855	-4182	-5.43	4713	2844	-1869	-39.66	\$ 106,165	\$ 171,951	\$ 65,786	61.97
Old Mission	26012	27863	1851	7.12	0	0	0	0.00	\$ 13,037	\$ 8,936	\$ (4,101)	-31.45
Heyburn	51759	53724	1965	3.80	1333	1550	217	16.28	\$ 145,353	\$ 188,826	\$ 43,473	29.91
CDA Parkway	91919	110660	18741	20.39	15	9	-6	-40.00	\$ 3,557	\$ 3,909	\$ 351	9.88
Dworshak	14804	14754	-50	-0.34	1309	1729	420	32.09	\$ 28,381	\$ 51,812	\$ 23,431	82.56
Hells Gate	59625	80085	20460	34.31	3023	3589	566	18.72	\$ 50,684	\$ 112,574	\$ 61,889	122.11
Winchester	17077	11989	-5088	-29.79	1245	1489	244	19.60	\$ 23,349	\$ 47,575	\$ 24,226	103.75
4M	3535	3310	-225	-6.36	53	38	-15	-28.30	\$ -	\$ -	\$ -	N/A
North Reg Total	381840	416270	34430	9.0%	14498	14526	28	0.2%	\$415,301	\$ 668,044	\$ 252,742	60.86
Ponderosa	90926	71520	-19406	-21.34	3628	3778	150	4.13	\$ 58,473	\$ 161,651	\$ 103,178	176.45
Eagle Island	14810	17342	2532	17.10	0	0	0	0.00	\$ 51,127	\$ 35,904	\$ (15,223)	-29.77
Lucky Peak	142235	139028	-3207	-2.25	0	0	0	0.00	\$ 43,149	\$ 42,948	\$ (201)	-0.47
Bruneau	55492	50047	-5445	-9.81	3497	2793	-704	-20.13	\$ 63,365	\$ 68,101	\$ 4,735	7.47
Three Island	58962	15004	-43958	-74.55	2531	2728	197	7.78	\$ 71,036	\$ 74,435	\$ 3,399	4.78
Cascade	16803	15531	-1272	-7.57	2300	2479	179	7.78	\$ 17,589	\$ 32,939	\$ 15,350	87.27
Malad Gorge	31948	20891	-11057	-34.61	0	0	0	0.00	\$ 10,169	\$ 14,739	\$ 4,570	44.93
Niagra	20323	23996	3673	18.07	0	0	0	0.00	\$ -	\$ -	\$ -	N/A
South Reg Total	431499	353359	-78140	-18.1%	11956	11778	-178	-1.5%	\$314,910	\$ 430,718	\$ 115,808	36.77
City of Rocks	32862	24115	-8747	-26.62	3267	2410	-857	-26.23	\$ 16,629	\$ 38,819	\$ 22,189	133.43
Castle Rocks	0	650	650	0.00	0	0	0	0.00	\$ 11,700	\$ 3,679	\$ (8,021)	-68.56
Lake Walcott	8301	8869	568	6.84	412	360	-52	-12.62	\$ 12,463	\$ 20,175	\$ 7,712	61.88
Massacre Rocks	43662	36984	-6678	-15.29	936	594	-342	-36.54	\$ 20,295	\$ 33,144	\$ 12,849	63.31
Bear Lake	10787	8039	-2748	-25.48	340	315	-25	-7.35	\$ 14,927	\$ 23,350	\$ 8,423	56.43
Henry's Lake	7626	7890	264	3.46	1160	1368	208	17.93	\$ 11,753	\$ 21,595	\$ 9,842	83.74
Mesa Falls	36122	33480	-2642	-7.31	0	0	0	0.00	\$ -	\$ -	\$ -	N/A
Yankee Fork	10385	11582	1197	11.53	0	0	0	0.00	\$ 465	\$ 463	\$ (2)	-0.37
Harriman	24936	29004	4068	16.31	91	121	30	32.97	\$ 57,492	\$ 149,777	\$ 92,285	160.52
East Reg Total	174681	160613	-14068	-8.1%	6206	5168	-1038	-16.7%	\$145,725	\$ 291,002	\$ 145,277	99.69
Other ¹									\$ 73,957	\$ 66,490	\$ (7,467)	-10.10
Total Attendance	988020	930242	-57778	-5.8%	32660	31472	-1188	-3.6%				

Total Revenue									949,894	1,456,253	506,359	53.31
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¹ = Includes Management Services, Park Ops Admin, & Regional Offices

May 2002 & 2003		IDPR ATTENDANCE REPORT							
PARK		2002-2003 TOTAL DAY USE/CAMPERS				2002-2003 CAMPER UNITS			
	2002	2003	Inc./Dec.	% Change	2002	2003	Inc./Dec.	% Change	
Priest Lake	2096	3023	927	44.23	553	749	196	35.44	
Round Lake	8961	8821	-140	-1.56	304	333	29	9.54	
Farragut	21617	26671	5054	23.38	1194	883	-311	-26.05	
Old Mission	8411	8029	-382	-4.54	0	0	0	0.00	
Heyburn	8020	8834	814	10.15	579	626	47	8.12	
CDA Parkway	20257	20946	689	3.40	0	1	1	0.00	
Dworshak	3453	3621	168	4.87	319	466	147	46.08	
Hells Gate	12109	26870	14761	121.90	937	1177	240	25.61	
Winchester	6344	2609	-3735	-58.87	458	529	71	15.50	
4M	1306	1280	-26	-1.99	28	24	-4	-14.29	
North Reg Total	92574	110704	18130	19.6%	4372	4788	416	9.5%	
Ponderosa	12200	15167	2967	24.32	864	818	-46	-5.32	
Eagle Island	10026	3126	-6900	-68.82	0	0	0	0.00	
Lucky Peak	65259	42177	-23082	-35.37	0	0	0	0.00	
Bruneau	16742	13735	-3007	-17.96	2175	1015	-1160	-53.33	
Three Island	12552	3239	-9313	-74.20	1031	1023	-8	-0.78	
Cascade	4465	3357	-1108	-24.82	707	554	-153	-21.64	
Malad Gorge	8755	2302	-6453	-73.71	0	0	0	0.00	
Niagra	5695	6670	975	17.12	0	0	0	0.00	
South Reg Total	135694	89773	-45921	-33.8%	4777	3410	-1367	-28.6%	
City of Rocks	10300	7462	-2838	-27.55	1030	746	-284	-27.57	
Castle Rocks	0	0	0	0.00	0	0	0	0.00	
Lake Walcott	3431	3592	161	4.69	83	72	-11	-13.25	
Massacre Rocks	11810	9602	-2208	-18.70	530	225	-305	-57.55	
Bear Lake	1745	2231	486	27.85	95	84	-11	-11.58	
Henry's Lake	2300	3333	1033	44.91	221	293	72	32.58	
Mesa Falls	12162	6478	-5684	-46.74	0	0	0	0.00	
Yankee Fork	2014	2433	419	20.80	0	0	0	0.00	
Harriman	2355	3754	1399	59.41	3	10	7	233.33	
East Reg Total	46117	38885	-7232	-15.7%	1962	1430	-532	-27.1%	
Other									
Total Attendance	274385	239362	-35023	-12.8%	11111	9628	-1483	-13.3%	

June 2002 & 2003		IDPR ATTENDANCE REPORT						
PARK		2002-2003 TOTAL DAY USE/CAMPERS			2002-2003 CAMPER UNITS			
	2002	2003	Inc./Dec.	% Change	2002	2003	Inc./Dec.	% Change
Priest Lake	5731	6302	571	9.96	1280	1407	127	9.92
Round Lake	13382	12606	-776	-5.80	537	594	57	10.61
Farragut	39702	26621	-13081	-32.95	3416	1809	-1607	-47.04
Old Mission	11762	11737	-25	-0.21	0	0	0	0.00
Heyburn	28330	29742	1412	4.98	710	871	161	22.68
CDA Parkway	19369	27997	8628	44.55	15	8	-7	-46.67
Dworshak	7266	8552	1286	17.70	923	1190	267	28.93
Hells Gate	19224	23508	4284	22.28	1176	1590	414	35.20
Winchester	8396	8121	-275	-3.28	698	853	155	22.21
4M	1595	1423	-172	-10.78	25	14	-11	-44.00
North Reg Total	154757	156609	1852	1.2%	8780	8336	-444	-5.1%
Ponderosa	28084	35222	7138	25.42	1914	2904	990	51.72
Eagle Island	2427	10122	7695	317.06	0	0	0	0.00
Lucky Peak	52142	65367	13225	25.36	0	0	0	0.00
Bruneau	12758	13428	670	5.25	543	733	190	34.99
Three Island	19779	4067	-15712	-79.44	795	991	196	24.65
Cascade	8698	10582	1884	21.66	1505	1863	358	23.79
Malad Gorge	9337	8255	-1082	-11.59	0	0	0	0.00
Niagra	5202	6887	1685	32.39	0	0	0	0.00
South Reg Total	138427	153930	15503	11.2%	4757	6491	1734	36.5%
City of Rocks	17718	10052	-7666	-43.27	1771	1005	-766	-43.25
Castle Rocks	0	650	650	0.00	0	0	0	0.00
Lake Walcott	3783	3736	-47	-1.24	295	224	-71	-24.07
Massacre Rocks	15118	13133	-1985	-13.13	302	209	-93	-30.79
Bear Lake	9042	5808	-3234	-35.77	245	231	-14	-5.71
Henry's Lake	5326	4557	-769	-14.44	939	1075	136	14.48
Mesa Falls	23960	27002	3042	12.70	0	0	0	0.00
Yankee Fork	6942	7760	818	11.78	0	0	0	0.00
Harriman	13994	14856	862	6.16	15	37	22	146.67
East Reg Total	95883	87554	-8329	-8.7%	3567	2781	-786	-22.0%
Other								
Total Attendance	389067	398093	9026	2.3%	17104	17608	504	2.9%

☐ IDAPA RULE ☐ IDAPA FEE ☐ BOARD ACTION REQUIRED
☐ BOARD POLICY ☒ INFO ONLY, NO ACTION REQUIRED

AGENDA
Idaho Park and Recreation Board Meeting
Sun Valley, ID August 4-5, 2003

AGENDA ITEM: **Development Project Status**

ACTION REQUIRED: **NO BOARD ACTION REQUIRED**

DIVISION ADMINISTRATOR: Rick Cummins

PRESENTER: Myron Johnson

PRESENTATION

BACKGROUND INFORMATION: Current project status along with the addition of the new FY2004 projects is included in this Board packet. The Development Bureau staff was able to complete a number of outstanding projects during the last fiscal year.

The current progress chart illustrates the new annual timelines for projects, along with comments as to status of ongoing projects, so that a current and realistic picture of the progress can be shown throughout the year. In an effort to provide quarterly updates, a narrative will be developed along with this spreadsheet, which will be monitored and altered as projects get completed or are delayed for reasons beyond our control.

ACTION ITEM

STAFF RECOMMENDATIONS: No action is required by the Board.

CURRENT 2004 PROJECTS

Project Number	Project	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Budget Projected	Design	Bid/Award	Construct	Complete/Cancel	Comments
Statewide Repair and Remodel Projects																			
310113	Priest Lake Lions Head Composter Replacement													65,000	X	X	X		Under Evaluation
310121	Priest Lake Fire Hydrants													60,000	X	X	X		Near Completion
310131	Dickensheet Vault RR's													28,500	X	X	X		Near Completion
310521	State Parks Historical & Cultural Investigations													19,000					Continuing Investigations
310503	Farragut Kestrel-Nighthawk Campground													1,075,000	X	X	X	X	Final Inspections being done
310933	Higgins Point Boat Ramp repair													245,000	X	X	X	X	Final Inspections being done
320301	Hells Gate Loop A C/G Irrigation Upgrade													112,400	X	X			Awaiting Corps. SHPO
320332	Hells Gate - replace DU Irrigation System													95,000	X				Awaiting Corps. SHPO
320541	Winchester Shop Remodel													51,000					DPW 2004 Project
330123	Ponderosa Church Camp Repairs													92,500	X				A/E Consultants hired
330822	Headquarters Improvements													50,000					
330841	HQ Remodel and South Region Constructor													185,000	X				DPW 2004 Project
330403	Lucky Peak - Sandy Point Well													12,500					
330411	Lucky Peak - Spring Shores Well and Utilities													40,000	X				
330511	Bruneau Natural Sciences Center													100,000	X				Ready to Bid
330531	Bruneau - Replace Sprinkler System													132,000	X				Bid in Sept
350131	Massacre Rocks Water System Upgrade													115,000	X	X	X		Under Construction
351131	Massacre Rocks upgrade RR in lower CG													105,000	X				Under Design
340421	City of Rocks Road Improvement													50,000	X	X	X		Nearing Completion
340441	Castle Rocks - Admin Site Improvements													25,000					Internal Staff Development Project
360241	Henry's Lake Road Repairs													40,000					Team up with ITD project in area
Statewide Capital Projects																			
300039	Cabins/Yurts Statewide														X	X	X		Nearing Completion of 36 cabins
300048	Volunteer Sites - Statewide													60,000					Developing Scope of Project Areas
300049	Cabins/Yurts Statewide													260,000					Revising Plans and Specifications
310141	Priest Lake - Lions Head Planning													50,000					This will be a 2006 Development Project Area
310531	Farragut 'Lakeview' CG - A/E													250,000	X				This will be a 2005 Development Project Area
310621	Old Mission VC Construction													230,000					Construction to begin in 2005
320121	McCroskey water system installation													60,000	X	X			
320322	Hellsgate Lewis & Clark roadway and exterior dev.													889,900	X	X			Awaiting Notice to Proceed
320331	Hells Gate Lewis & Clark Interpretive Center													600,000	X	X			Awaiting Notice to Proceed
320341	Hells Gate Interpretive installation													380,000					
320411	Glade Creek Camp													10,000	N/A	N/A	N/A		
330102	Ponderosa North Beach CG Development													219,000	X	X	X		
330131	Ponderosa Kokanee Cove Group Camp - A/E													150,000					
330741	Cascade Improvements (BOR Title 28)													375,000					Funding Applied For, but not obligated
330221	Eagle Island Equestrian Access - Trailhead													139,680	X	X	X		
330291	Eagle Island DU Restroom													122,080	X	X	X	X	Final Inspections being done
330413	Lucky Peak - Discovery RR Replacement													83,200	X	X	X	X	Final Inspections being done
330411	Lucky Peak Spring Shores Sitework													152,900	X				
340111	Malad Gorge Vehicle Storage Building													8,120	N/A	N/A			
340431	Castle Rocks - Smoky Mtn. CG design													176,000					In Final Negotiations for A/E Consultants
340491	City of Rocks Domestic Water System Upgrade (DEQ)													89,500	X	N/A	N/A		
350331	Bear Lake Campground Renovation													515,500	X				In Design Process
355333	Bear Lake - North Road, entrance realignment													50,000	X	N/A			Awaiting Agreement with Power Company
350332	Bear Lake - Armor North Jetty Repair													20,000	X				Preliminary Designs being done
350341	Bear Lake - North Beach Improvements													100,000	X				Awaiting Agreement with Power Company
360112	Harriman Domestic Water System Upgrade (DEQ)													10,000	X	X			In Construction
360121	Harriman Welcome Center Design													150,000					This will be a 2005 Development Project Area
360212	Henry's Lake Volunteer Site Development													25,000	X				Preliminary Designs being done
360431	Ashton-Tetonia Trail Construction - A/E													58,000	X				Consultant Designs and Engineering underway
360461	Ashton-Tetonia Trail Construction -													399,000	X				Consultant Designs and Engineering underway
360531	Yankee Fork RV Dump Station													132,575	X	X	X		Under Construction
	Concept Designs																		
	Construction Plans and Specifications																		
	Bid Projects																		
	Construction																		

☐ IDAPA RULE ☐ IDAPA FEE ☐ BOARD ACTION REQUIRED
☐ BOARD POLICY ☒ INFO ONLY, NO ACTION REQUIRED

AGENDA
Idaho Park and Recreation Board Meeting
Sun Valley Idaho August 4-5, 2003

AGENDA ITEM: User Fee Increase Implementation Status Report

ACTION REQUIRED: **NO BOARD ACTION REQUIRED**

DIVISION ADMINISTRATOR: Dean Sangrey

PRESENTER: Dean Sangrey

PRESENTATION

BACKGROUND INFORMATION: At the April 28-29, 2003 Park Board meeting in Post Falls, Idaho the Board took formal action to approve temporary fee increases to partially offset general fund reductions made in the FY 2004 budget. Since that meeting, the Director has been working with the Governor's staff on formal approval of the rule package acted on by the Board. A copy of the Governor's support of the Board action on Temporary Fee Rules will be ready to include in the rule package for the upcoming Board meeting. In the meantime, we have begun the process of informing the public of the changes that will be made to the fee structure beginning with the 2004 permit season. Our Communications Office has designed a new poster, which has been printed and distributed throughout the parks. This same laminated poster is also been prepared in a padded tear-off sheet for park patrons to take with them. A copy of that tear off sheet is attached to this report. Permits are also being redesigned and modifications made to the reservation system to address the changes made to our fees and all preparations should be in place this fall for implementation. Delaying implementation until the beginning of the 2004 season is proving to be a positive move and is allowing staff to discuss the need for the fee increases with the public and smoothly implement the changes.

ACTION ITEM

STAFF RECOMMENDATIONS: This presentation is for informational purposes only. No Board action is required.

2003 FEE SCHEDULE

Annual Motor Vehicle Enry Fee.....	\$25
*Included in camping fee	
Second vehicle Annual Passport.....	\$5
Daily Motor Vehicle Entry Fee.....	\$3
*Included in camping fee	
Annual Park N’ Ski.....	\$19*
*Includes \$1 vendor fee	
Temporary Park N’ Ski 3-Day Pass (3 Consecutive days)	\$6.50
Nordic Ski Grooming Fee	
*Included in Motor Vehicle Entry Fee	
Camping Cabin (per night).....	\$35
Park Yurt (per night).....	\$35
Backcountry Yurt (per night).....	\$72
Group Shelter.....	\$25
Daily Boat Launch Fee (Heyburn/Coeur d’ Alene Parkway).....	\$3
CAMPSITES (per night)	
Primitive (table, grill campspur, vault toilets, no water).....	\$7
Basic (table, grill campspur, central water, vault toilets).....	\$9
Developed (table, grill campspur, central water, flush toilets).....	\$12
Deluxe (developed site, accomodates (2) RV’s).....	\$22
Additional Electrical Service Fee (where available).....	\$4
Additional Sewer Hookup Fee.....	\$2
Additional Vehicle Fee.....	\$5
Fee Collection Surcharge.....	\$5

RESERVATIONS

Reservation serivces are provided to registered, Idaho RV owners free of charge, through the Idaho RV program.

Reservation Fee.....	\$6*
*Registered Idaho RV owners exempt	
Group Facility Reservation Fee.....	\$25*
*Additional Per Person Overnight Fee.....	\$2
Modification/Cancellation Fee.....	\$10

*Idaho State Sales Tax included in fees for 2003

2004 FEE SCHEDULE

Annual Motor Vehicle Enry Fee.....	\$25
*No longer included in camping fee	
Second vehicle Annual Passport.....	\$5
Daily Motor Vehicle Entry Fee.....	\$4
*No longer included in camping fee	
Annual Park N’ Ski.....	\$29*
*Includes \$1 vendor fee	
Temporary Park N’ Ski 3-Day Pass (3 Consecutive days)	\$6.50
Nordic Ski Grooming Fee	
per family / year	\$25
per person / day	\$2
Camping Cabin (per night).....	\$35
Park Yurt (per night).....	\$35
Backcountry Yurt (per night).....	\$72
Group Shelter.....	\$25
Daily Boat Launch Fee (Heyburn/Coeur d’ Alene Parkway).....	\$4
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*Idaho State Sales Tax NOT Included In Listed Fee. 6% State Sales Tax Will Be Collected In 2004

Your fees help fund the ongoing costs
of operating and maintaining
Idaho’s State Parks
and Recreation programs.



☐ IDAPA RULE ☐ IDAPA FEE **X** BOARD ACTION REQUIRED
☐ BOARD POLICY ☐ INFO ONLY NO ACTION REQUIRED

Idaho Park and Recreation Board Meeting
Sun Valley, Idaho, August 4-5, 2003

AGENDA ITEM: Fiscal Year 2003 End of Year Financial Statements

ACTION REQUIRED: **BOARD ACTION REQUIRED**

DIVISION ADMINISTRATOR: Rick Cummins

PRESENTER: Jane Wright, CPA, CIA

PRESENTATION

BACKGROUND INFORMATION:

The agency's 2003 fiscal year end financial statements will be mailed under separate cover prior to the Board meeting.

Because of year-end close dates set by the State Controller's Office, the data to compile the financial statements is not available in time to mail with the standard Board packet. A review and summary of the financial statements will be provided during the Board meeting.

ACTION ITEM

STAFF RECOMMENDATIONS:

The Board action recommended will be included in the Financial Statements when mailed.

☐ IDAPA RULE ☐ IDAPA FEE **X BOARD ACTION REQUIRED**
X BOARD POLICY ☐ INFO ONLY, NO ACTION REQUIRED

AGENDA
Idaho Park and Recreation Board Meeting
Sun Valley, Idaho August 4-5, 2003

AGENDA ITEM: Staff Review of Board Policy

ACTION REQUIRED: **BOARD ACTION REQUIRED**

DIVISION ADMINISTRATOR: Rick Cummins

PRESENTER: Rick Cummins

PRESENTATION

BACKGROUND INFORMATION: The Policy Staff will complete their review of the current Board Policies at the July 23 – 24, 2003 staff meeting. Any staff recommended amendments or additions to the current Board policy will be proposed to the Board at this meeting. A copy of the current Board Policy, with changes made at the April Board meeting is attached for Board review.

ACTION ITEM

STAFF RECOMMENDATIONS: Staff recommendations will be presented to the Board at the meeting.

POLICIES

OF THE IDAHO PARK AND RECREATION BOARD

ADM. 1:87 INTENT – These policies are intended to provide general policy direction for administration of the Idaho Department of Parks and Recreation, and are not intended to directly impact the general public.

ADM. 2:75 BOARD DIRECTIVES – The Idaho Park and Recreation Board is a policy-setting board, and as such provides general direction for staff. The lines of communication between the board members and the department staff are always through the director's office and/or those staff members assigned as staff to the board and director.

ADM. 3:75 REVIEW OF POLICIES – A continuing review of policies is essential to keep them consistent with recreational trends, public needs and financing, and to see that the aims which led to the establishment of the various units are maintained. Policies are to be reviewed, amended, and/or ratified during the fall board meeting during odd-numbered years, or upon majority vote of the board members during the interim.

ADM. 4:70 LIMITATION OF AUTHORITY – All decisions regarding the opening or closing of recreation areas or parks will be made by the board, except for seasonal closures that are a normal procedure due to weather restrictions, and except as outlined in ADM. 4(a):80.

ADM. 4(a):80 EMERGENCY AUTHORITY – The director or the director's designee may close recreation areas or parks in an extreme emergency situation, when the health or safety of individuals or facilities are threatened, and when time is of the essence.

ADM. 5:75 NONDISCRIMINATION – The facilities and activities of the Idaho Department of Parks and Recreation (whether controlled directly by the department, by agreement with another jurisdiction, or by concessionaire) shall be operated without discrimination because of race, color, national origin, religion, gender, age or handicap.

ADM. 6:75 PUBLIC INFORMATION – The Idaho Park and Recreation Board is a public agency, and its regular, special or telephonic board meetings are open to attendance by the public. Adequate notice of regular and special meetings of the board shall be given to the public through the usual news media and/or through releases mailed to interested persons and organizations. The presence of representatives of the press, radio, television, and other news media is encouraged.

- I. The public shall be kept informed of the development and use of the state park system. Information should contain current operations of the existing state park system and planning for future facilities and services.
- II. A continuous effort must be maintained to see that all personnel of the department, and in particular the field personnel who are in regular contact with the public, are well informed on the current activities of the department and the board.

ADM. 7:82 MARKETING – It is the policy of the board that the department staff actively pursue promotion of state parks in cooperation with private enterprise, local. State or national agencies in order to maximize the public's awareness of the state parks in Idaho. All cooperative promotional activities will be carefully screened by the director in order to assure that is an appropriate promotional program. All major cooperative promotional activities will be approved by the board prior to implementation.

ADM. 8:98 CRITERIA FOR AWARDS – Department awards are presented to honor personnel and other citizens who have made an outstanding contribution to the park and recreation field.

I. **Purpose** – Appropriate types of awards have been established to recognize service, merit, outside contributions and other accomplishments beneficial to the department.

- A. Awards shall be standardized to the point that similar recognition is given for similar accomplishment.
- B. Effort shall be made to recognize only a select few each year so as not to make the awards seem commonplace.
- C. Department expense for awards shall be kept at a modest level.

II. **Categories of Awards**

- A. **Beth Durham Award** – Annual recognition of a permanent field employee at any job level, who performs duties in a superior manner and exemplifies in attitude and action those traits most desired in a public park and recreation employee.
- B. **Ranger of the Year** – Annual recognition of a permanent ranger who performs in an exceptional manner and typifies in attitude and action those traits most desired in a park ranger.
- C. **Certificate of Merit** – All departmental employees eligible. Award may be given for a specific project or action which is uncommon, or for sustained high-level performance in routine tasks.
- D. **Recognition of Service upon Retirement from the Department** – A certificate of recognition in appreciation for satisfactory service presented upon retirement from the department. If the retiree meets the “meaning” of retiree described in “E” below, the retiree will also receive a “Lifetime Pass.” Any other personal gift which may be bestowed on a retiree shall be an option of the department employees at no expense to the department.
- E. **Lifetime Pass** – Former directors, board members, and retirees (retiree means an employee who has worked for this department for a minimum of five years and meets the requirements for eligibility to receive monthly retirement benefits from the Public Employees Retirement System of Idaho on his or her date of cessation of employment with this department), shall be entitled to a non-rescindable lifetime pass. The lifetime pass waives all day-use and camping

fees within Idaho State Parks and Recreation areas for the recipient and spouse. The lifetime pass does not waive the non-refundable reservation fee.

- F. **Service Certificates** – At five-year increments, each employee will receive a certificate recording the appropriate 5, 10, 15, 20, 25, 30, 35, or 40 years of service.
- G. **Park Board Chairman Recognition** – A gavel, mounted on a plaque, shall be presented to each outgoing park board chairman at the time he or she turns over the office. If possible, a letter of appreciation from the Governor will be obtained and presented with the plaque.
- H. **Director's Award** – Annual recognition of a permanent office employee at any job level, who performs duties in a superior manner and exemplifies in attitude and action those traits most desired in a public park and recreation employee.
- I. **Volunteers in Parks** – Private citizens who provide their time, effort, and/or money in order to enhance the activities or facilities of the department shall receive a special certificate of appreciation, if their efforts significantly contribute to the parks or programs of the department.
- J. **Excellence in Interpretation** – Annual recognition of any department employee or work unit that exhibits dedication, resourcefulness, and innovation in interpretation through in-park and/or outreach efforts. This award could be for a specific accomplishment in the area of park interpretation, a project, or sustained effort.
- K. **Regional Recognition Awards** – The object is to recognize private citizens on the local level who have given much time and effort to their particular park and recreational area.
- L. **Distinguished Citizen Award** – Private citizens who make significant contributions to the furtherance of the Idaho Department of Parks and Recreation.
- M. **Certificate of Valor** – It is the policy of the board to recognize individuals who have exhibited an extraordinary amount of courage by risking their own safety in an effort to rescue a victim in a park or program-related activity. The qualifying factors are:
 - 1. The situation must be such that a victim, participating in a recognized recreational activity, has been involved in an accident whereby loss of life or limb or other major injury is imminent.
 - 2. Another person (either a department employee or a citizen) provides an outstanding service to the victim by heroically risking his or her own personal safety in order to rescue the victim.
 - 3. An account of the incident can be documented and verified for proof.

The award should be approved by the board and presented to the recipient as soon after the incident as possible.

III. Conditions for Awards

All certificates will be either attractively mounted or framed. Where possible, it will be secured to a wood plaque in the shape of the state of Idaho or other appropriate shape. Lifetime passes shall be laminated for protection. Gavels shall be new with the chairman, the name of the board, and the years served engraved on an attached plate, and mounted on a plaque.

IV. Selection of Candidates for Awards

The director or acting director shall have the final decision on awards, except the park board chairman's award, which shall be automatic. Anyone may present a nomination in writing to the director.

Where feasible, the director shall confer with the staff prior to selection of candidates, and shall consider the opinion of others. Every effort shall be made toward fair evaluation of credentials and removal of personal bias in selection of candidates for awards.

ADM. 9:75 FREE CAMPING AND ENTRANCE FEE - It shall be the policy of the Idaho Park and Recreation Board to allow full-time, permanent employees and board members to camp free of charge at any state park or recreation area.

ADM. 9(a):81 MVEF WAIVED – It shall be the policy of the board that the MVEF for all full-time, permanent state park employees and board members be waived.

ADM. 9(b):86 - ANNUAL PASSES FOR RV ADVISORY COMMITTEE – It shall be the policy of the Idaho Park and Recreation Board to issue annual passes to members of the RV advisory Committee which will allow two nights free camping per visit to a state park, thereafter, the regular fee will be imposed.

ADM. 10:75 SAFETY – The director or the director's designee will act to formulate and implement departmental procedures to provide for the detection of dangerous conditions and to provide appropriate management responses. Such procedures shall also provide for a program of adequate inspection.

ADM. 10(a):87 VISITOR AND EMPLOYEE SAFETY – It is the policy of the Idaho Department of Parks and Recreation to:

1. Require safe practices on all sites where there is department activity affecting both public and employee safety.
2. Provide a safe workplace, safe working conditions, and necessary safety equipment for its employees in order to minimize injury.
3. Train all employees in the principles of safety orders and their application throughout the department.
4. Encourage on-the-job safety for all of its employees through application of a comprehensive safety program and to request and commit resources to this end.

5. Inform employees and expect compliance with safety orders or rules and provide for all necessary programs and actions to this end, including disciplinary action if necessary.

To meet these policies, the department will develop and keep updated a comprehensive safety plan for the employee workplace and visitor use areas; the safety policy plan will evaluate conditions and set priorities for solution of problems.

LEG. 1:98 CONCESSION LEASES IN STATE PARKS

The board shall decide whether to lease or self operate, case by case, based upon, but not limited to, its consideration of the following criteria: the relative efficiencies of public and private operations of individual revenue-producing facilities, financial return to the department, service to park visitors, availability of qualified and acceptable concessionaires, availability of department staff, volume of business anticipated, availability of start-up capital. The director, or the director's designee, shall seek concessionaires when the board determines that services which the department cannot or chooses not to provide itself should be provided to park visitors.

I. **Requests for Proposals (RFPs)** – All concessions, except as otherwise provided in paragraph 3, (below), let in state parks will be let only a competitive RFP basis. Concessions shall be awarded to the offerer of the RFP, which in the judgment of the board, provides the best combination of service to the public and return to the department. The best RFP shall not necessarily be the RFP which provides the highest dollar return.

II. **Planning** – Existing concessions: The department will develop a master plan for each park. That master plan may include a concession plan.

New or proposed concessions: No new concessions will be allowed until the department has made a determination of the need for, and viability of, that concession and has completed a master plan for the park. That master plan may include a concession plan.

III. **Small Concessions** – The director, or the director's designee, may issue permits without competition for small businesses in state parks for a maximum of one year where there are no permanent structures and the business is not anticipated to gross more than \$5,000 per year.

IV. **Ownership of Concession Facilities** – The department shall plan the development of physical concession facilities in its park master planning process and will request funds from the legislature and other sources to build such facilities as the planning process deems desirable and necessary. Although it shall be the board's policy that the department own the physical facilities in which concessions are operated, the board may, at its discretion, consider on a case-by-case basis, proposals for concessionaire-built-and-owned buildings and other improvements, provided that ownership of those buildings and improvements vest in the department at the end of the term of the lease. In such instances, the director shall specify a depreciation schedule to be used in the event of an early lease termination and buyout by the department.

V. **Ownership of Existing, Concessionaire-Owned Facilities** – It shall be the policy of the board that the department attempt to purchase existing concessionaire-owned facilities at the end of the terms of their current leases. In the event the department is unable to purchase such facilities, it shall include in the subsequent lease a procedure by which ownership of those facilities vests in the department at the end of the term of that lease. In the alternative, at the discretion of the director, the department may purchase the concessionaire-owned facilities at a predetermined depreciated value less that total, at the end of the term of that lease.

VI. Valuation and Ownership of Assigned Concession Facilities – In the event that a concessionaire-owned facility is transferred to a new concessionaire by an assignment of a concession lease, revisions in the schedule of depreciated value of concession property shall not be made without the written approval of the director of the director's designee.

VII. Term of Leases – On department-owned property, leases shall not be issued for a term to exceed 10 years. On department-leased property, leases may be written for a longer term, if, in the judgment of the board, such longer term is necessary and desirable. Such longer term shall only be allowed in extraordinary circumstances. Guidelines for lease terms are:

- A. Concessionaire has little investment, no permanent structures are in place, and the concession is expected to gross less than \$5,000 per year.
- B. Concessionaire has a modest investment in items of removable personal property used in a department-owned facility or is the owner of a facility the ownership of which will vest in the department, or which the department will purchase, at the end of the term of the lease—up to 10 years.
- C. Concessionaire has a significant investment in personal property used in a department-owned facility, or is the owner of a facility, the ownership of which will vest in the department, or which the department will purchase, at the end of the term of the lease on department-leased land—up to 10 years, or longer in exceptional circumstances.

VIII. Going Concern, Blue Sky, or Business Values of Concession Operations – Since all concession operations are dependent upon a valid lease from the department, whenever possible the lease shall contain language that reflects the Idaho Park and Recreation Board's policy of not recognizing going-concern, goodwill, blue sky, business values, trade name, or other intangible property in its purchase of concessionaire-owned property either during or at the end of the term of a lease.

IX. Inspection of Concession Facilities – All concession operations and all records and physical property shall be subject to regular inspection by department staff at any reasonable time of the department's selection. Except in emergencies, the department shall provide reasonable notice before such inspection.

X. Standard Provisions of Concession Leases

- A. **Required and Optional Services and Activities Specifically Prohibited** – Each lease shall contain a listing of required services that must be provided to the public by the concessionaire and optional services that may be provided. Leases shall prohibit the provision of additional services without written approval of the department.
- B. **Rental, Gross Receipts, Methods of Accounting** – Leases may contain a provision that allows for the periodic review and revision of the percentage of

gross profits due the department. Rentals shall be calculated on the basis of a percentage of gross receipts for all commercial activities occurring on the entire leased property, whether or not they are directly generated by the operation of that concession. Leases shall provide for a standard system of record keeping and accounting to the department so that it may properly audit each concession to determine whether the proper rental is being paid. All concessionaires shall be required to keep, among any other records such as the department shall require:

1. A continuous cash register tape of all sales transactions
2. Sales journal
3. A cash disbursements journal
4. A general ledger

All records shall be kept in accordance with generally accepted accounting principles.

- C. **Exclusiveness Policy** – Each lease shall contain a provision that will grant the concessionaire exclusive right to conduct requires services within the specified concession boundaries. Each lease shall also contain a clause that specifically informs the concessionaire that he does not have an exclusive right to provide non-required services or any concession service whatsoever outside the specified concession boundaries. Concession boundaries shall be specified in each lease.
- D. **Renewal** – Each lease shall contain a provision that the department will not grant the lessee the automatic right to renew the term of the lease for an additional period upon its expiration. However, a concessionaire may be granted a first right to accept a new lease under such new terms and conditions as the department may then prescribe. The department shall retain the option to self-operate a concession at the end of the term of any lease, however.
- E. **Quality of Service and Control of Rates and Charges** – Leases shall contain a provision that grants the director of the department, or the director's designee, the right to approve the prices and rates for goods sold or services rendered upon the concession premises. The director of the department, or the director's designee, shall not approve unreasonable or inappropriate rates.
- F. **Maintenance, Improvements, Repairs, Alterations or Damage** – Leases shall allow the director, or the director's designee, to approve or disapprove any physical improvements, alteration, or additions to the concession facilities. Concessionaires shall be responsible for required maintenance and repairs, including such structural maintenance specified in the lease. If the concessionaire fails in his duty to perform maintenance re repairs, the department may perform them at the concessionaire's expense. Such repairs may be paid for from the concessionaire's repair and maintenance fund or, if that fund should contain insufficient money, be billed to the concessionaire for payment from his other funds.
- G. **Comprehensive Insurance Coverage and Hold-Harmless Clause** – Each concession lease shall contain adequate provisions for comprehensive insurance of the premises. Each concession lease shall contain a provision that the

concessionaire will indemnify, hold harmless and defend the department against all claims, demand, damages, costs, expenses, or liability costs arising out of the operation or maintenance of the concession premises.

- H. **Incorporation of Plans and Agreements** – The concession plan, park master plan, lease with a third-party landowner, and/or management agreement for each park shall be incorporated by reference into the lease.
- I. **Breach** – Leases shall provide that the director, or the director's designee, may terminate them when it is determined that the manner and operation of the concession does not satisfy the requirements of the lease, or if the concessionaire is in breach of any other term of the lease.
- J. **Assignment Policy** – Leases shall require the written consent and approval of the board prior to assignment. In its consideration of a proposed assignment, the board shall determine that the assignee is qualified and capable of providing acceptable service to the public and operating the concession in any acceptable manner, but shall not unreasonably deny assignment. Leases may allow the department to share in any increase in value of a lease when it is sold or assigned. The department may collect ten percent (10%) of the assignment price minus the value of the concessionaire's hard assets to be transferred to the assignee. Leases shall prohibit subleasing of all or any portion of the concession in any manner whatsoever.
- K. **Buy-Out Provision During Term of Lease** – Leases shall allow the department, at its option, to purchase concession facilities at a specified depreciated value for a date of early termination before the end of the anticipated term of the lease, which occurs for any reason other than the concessionaire's breach of the lease. In the event that a lease is terminated due to a breach by the concessionaire, the department may, at its election, take ownership of concessionaire's personal property or require the concessionaire to remove that property at his expense.
- L. **Disposition of Property Upon Termination of the Lease** – Leases shall specify the method of disposition of all concessionaire-owned property at the end of the term of the lease. Leases shall normally provide that ownership of such property vest in the department. Leases may provide that certain classes of property be otherwise disposed of, however that the department purchase it by means of an agreed upon method of valuation, that it be offered for sale to a successor concessionaire, or that the concessionaire remove it at his own expense. Such election shall be at the sole discretion of the department at the time of the execution of the lease.
- M. **Bonds** – All concessionaires shall file and maintain continuing performance bonds in value sufficient to recompense the department for potential revenue losses resulting from concessionaire's failure to perform. For the first year of a concession operation, such bonds shall be for the amount of that year's estimated rental payment to the department, as stated in concessionaire's RFP. For all future years, that amount shall be the amount of the prior year's rental payment to the department. All concessionaires performing any building

activity shall provide the department with a construction bond in the amount of the anticipated cost of construction.

- N. **Repair and Maintenance Fund** – All leases which involve buildings or other physical facilities shall contain provision for a repair and maintenance fund into which a specified percentage of concessionaire's annual gross revenue shall be deposited. While this fund shall remain concessionaire's property, it shall be accounted for separately from concessionaire's other funds and may only be spent with the consent and approval of the department and will be accessible to the department on demand in the event concessionaire fails to maintain the concession facilities as specified in the lease.

LEG. 5:77 CONCESSIONS – SALE OF ALCOHOLIC BEVERAGES – The sale of alcoholic beverages within the boundaries of units of Idaho's state parks is generally not compatible with park use. The board may consider the sale of alcoholic beverages under concession contract entered into with persons, firms or corporations within units of Idaho's state parks in accordance with the following criteria:

- I. Sale of beer for off-premise consumption may be considered at grocery and camper supply concessions. Sale of beer in glass containers is expressly prohibited.
- II. Sale of alcoholic beverages for on-premise consumption may be considered at restaurant concessions in connection with the sale of bona fide meals served and consumed in the restaurant facilities of the concessionaire.
- III. In the absence of a finding by the board to the contrary, all concession contracts providing for the sale of food, merchandise, and/or beverages shall contain the following standard language:

“The sale of liquor, beer, or other alcoholic beverages on the subject premises is expressly prohibited.”
- IV. Concession contracts which permit the sale of alcoholic beverages shall contain standard language reserving to the director of the Idaho Department of Parks and Recreation the power to impose reasonable park regulations on such sale or consumption not in conflict with the rules of the State Liquor Law Enforcement Commission with respect to the condition and location of such sales.
- V. Advertising of the sale of alcoholic beverages shall be permitted only as directed and approved by the department.
- VI. Existing concession contracts authorizing the sale of alcoholic beverages shall not be affected by the foregoing, except upon renewal of the lease.
- VII. The sale of alcoholic beverages shall not create management problems or negatively impact the park visitor experience.
- VIII. The board reserves the right to act on all requests for sale of alcoholic beverages in state parks.

The board recognizes that the sale, manufacture, and possession of alcoholic beverages and the issuance of licenses to sell such beverages are regulated by law. This policy in no way seeks to interfere with implementation of the Code or the policies and regulations of other state agencies.

LEG. 7:98 LEASES, COTTAGE SITE – The department will handle routine lease assignments without asking for board approval.

LEG. 7(A):98 VACANT LOTS – The board will not allow vacant lots to be re-leased or transferred to new owners.

LEG. 7(b):98 NEW BUILDINGS – No new buildings may be constructed on existing cottage site leases in Heyburn State Park, nor will any more leases be let in Heyburn State Park. All existing leased sites will be required to hook up to the Heyburn water and sewer system as it becomes available.

LEG. 8:75 LEASES, GRAZING – Grazing is not encouraged in state park areas. However, when it is determined that grazing would be advantageous, no detriment to the park environment or enjoyment of the people, and in conformance with the master plan, grazing leases may be let after public bid procedure has been held. This does not affect leases entered into prior to the adoption of this policy on July 21, 1975.

PER. 1:91 EMPLOYEE TRAINING – It is the desire of the Idaho Park and Recreation Board that employees be permitted and encouraged to attend training sessions and conferences that will benefit the department and the employee. Training sessions may be instigated and conducted by the department and/or tuition, travel, and per diem may be paid by the department to attend training sessions and conferences. Approval of the director or designee must be obtained prior to attendance.

PER 2:01 BOARD MEMBER ORIENTATION/TRAINING/EDUCATION

I. General:

- A. It is the responsibility of the members of the Idaho Park and Recreation Board to remain up-to-date on pertinent parks and outdoor recreation management initiatives and concerns. This may be accomplished, in part, through participating in in-state and/or out-of-state training sessions, conferences, or seminars.
- B. Board members should consult with the chairman of the board prior to making arrangements to attend a training session and with the director to ensure that funds are available to support participation in training activities.
- C. In order to focus attention upon the Board's training needs, the chairperson will appoint one member of the board to be a training coordinator. The term of the board training coordinator shall coincide with the term of the chair. The training coordinator will solicit training needs from board members and work with the chairperson and director in assuring those needs are met. This will include identifying topics the board would like to see addressed by staff during informal working sessions, or guest presenters invited to speak to the board on issues of concern or interest to the board. The training coordinator will have primary responsibility for identifying training opportunities for board members and bringing them to the attention of appropriate board members. The director and other board members will endeavor to inform the training coordinator of training opportunities.
- D. It will be the board member's responsibility to coordinate and share the information gained during the training session with other board members, the director, and appropriate staff. This may be accomplished through written communication or through a specifically scheduled work session of the board.

II. Orientation of New Board Members:

- A. Orientation of new board members will be initiated by providing each new member with the *BOARD OF DIRECTORS' MANUAL*, which includes basic information in the following areas:

1. **Legal Provisions**

List of current board members/map of districts they represent
Enabling legislation
Program legislation affecting this agency
IDAPA rules and regulations

2. **Operating Procedures**

Rules of Order (how the Board operates during meetings)
State/Department Travel policies and procedures
Classification system adopted by the Board in 1973
Procedures for Identifying and Evaluating New Areas

3. **Departmental Organization**

History of the agency
History/explanation of each bureau's goals and its respective program goals
Organizational structure
Names and positions of staff
Current staffing level (full time and seasonal employees)
Description and status of facilities and park areas

4. **Fiscal Management**

Financial structure and budget development
Current fiscal year budget
Description of funding sources

5. **Goals and Plans**

Boards goals
Strategic Plan
Brief description of each of the current plans (master plans, SCORP, etc.)

- B. Information in the *BOARD OF DIRECTORS' MANUAL* will be periodically updated as the need arises. It is the responsibility of the director to ensure that information in the *BOARD OF DIRECTORS' MANUAL* is current.
- C. In addition to the *BOARD OF DIRECTORS' MANUAL*, new board members will be provided with an in-person orientation by appropriate staff at the earliest convenience of all parties.
- D. Inspection tours to see parks and program facilities are usually scheduled in conjunction with out-of-town board meetings. Two of the four quarterly board meetings are normally out-of-town board meetings.
- E. The director and/or deputy director will be responsible for arranging on-site tours or meetings at state parks and recreation areas. These tours or meetings may entail guided tours or meetings with park staff or local sponsors of various grant projects.

III. **Association Membership** – The following meetings and/or conferences would be particularly beneficial to all board members:

- A. **Idaho Recreation and Park Association (IRPA):** Membership in IRPA includes individuals from various park and recreation disciplines, including county, city, state, and federal government, equipment vendors, and some private suppliers of tourism-related services and facilities.

Membership dues are paid by the Department. An annual conference is held in conjunction with the Governor's Conference on Recreation and Tourism. Notification of the conference will be sent to board members well in advance of the event.

- B. **National Park and Recreation Association (NRPA):** Membership in NRPA is paid by the Department. Board members are members of the Commissioner-Board member (C-BM) branch of NRPA. The *Parks and Recreation Magazine* is a publication sent to each board member on a monthly basis as a member of NRPA. The NRPA Congress is held annually throughout the nation; the agenda and other pertinent information will be published in *Parks and Recreation Magazine* well in advance of the Congress.

- C. **Governor's Conference on Recreation and Tourism (GCORT):** This conference is jointly sponsored by the Idaho Department of Parks and Recreation, the Department of Commerce (Tourism Division), and the IRPA. The programs and participants represent all private and public sector tourism issues. Notice of this Conference will be sent to board members well in advance of the Conference.

- D. **Idaho Parks and Recreation Department Annual Conference:** An IDPR Annual Conference is held each year in Boise. Board members are encouraged to attend any or all of the IDPR Annual Conference. The Department's Annual Awards banquet is an evening function held on one of the Conference dates. Notification will be sent to the board members well in advance of the IDPR Conference.

Board members are encouraged to suggest particular topics they would like to see covered that would be beneficial to staff and board members.

PER. 3:98 EMPLOYEE LAW ENFORCEMENT TRAINING – Park managers, assistant managers, and selected rangers shall attend the Law Enforcement Academy sponsored by the Department of Law Enforcement and the Idaho Department of Parks and Recreation as often as deemed necessary by the director. Upon graduation from the academy, they may be deputized by the director of the Department of Law Enforcement with authority to issue citations within state parks, and with the approval of the respective sheriffs, other department administered programs, such as: Park 'N' Ski areas, snowmobile projects, and other program-related project areas outside state park boundaries. State Park employees are not policemen and shall not carry firearms on their person or in state vehicles for the purpose of enforcement of rules and regulations.

PER. 4:91 EMPLOYEE HOUSING WITHIN STATE PARKS – Where appropriate housing is provided for a park manager within a park, he or she should live in that house, and shall respond when requested in case of emergencies within his or her assigned park.

By living, it is meant that the house shall be his or her permanent residence and mailing address. Any exception to this policy must be in writing from the director.

When additional housing is made available within a park, the priority for that housing shall be determined park by park, based on need.

Managers or employees living in state parks for the benefit of those parks will have an adjusted rental fee, recognizing the inconvenience of always being on call, and living in the "public eye." Other park personnel will be charged a rental fee priced low, but competitive with similar housing outside the park.

Those employees using trailer space shall be charged a rental fee priced low, but competitive with privately owned trailer space. Trailers shall be allowed in the parks only when an appropriate housing site is unavailable. In all cases, the employee will be required to pay or reimburse the department for applicable utilities.

PAR. 1:87 ASSOCIATIONS – Associations organized for the benefit of state parks are encouraged. However, they are to be advisory in nature, and shall not denigrate the management-setting authority of the administrative staff or park management.

PAR. 2:75 ENVIRONMENTAL EDUCATION – The Idaho Department of Parks and Recreation, in carrying out its responsibilities for the administrative, protection, and development of state parks, shall provide appropriate environmental education facilities and activities to enhance the use and enjoyment of the parks by the public.

- I. Environmental education should be encouraged through group participation in preserving and protecting park values. Young people should be introduced to the preservation of rare values and learning a sense of pride of ownership at an early age.
- II. Environmental education facilities should include nature trails, interpretive exhibits, and other features designed to encourage all ages to obtain a greater appreciation of outdoor scenic, historic, and recreation environments.

PAR. 3:75 INTERPRETATION – A high quality interpretive program is essential to provide a full and rewarding experience to every park visitor and to make available to the people of Idaho an opportunity for greater and deeper understanding of their cultural, historic and natural heritage as exemplified in their state parks.

- I. In studies of proposed areas for inclusion in state parks and in master plan studies for existing units, consideration shall be given to the establishment of interpretive facilities when they are compatible with the established unit purpose and when adequate lands are available for the facilities.
- II. In the planning, development, and implementation of interpretive programs in units of state parks, the department staff shall identify the values which are of primary importance for each particular unit, and shall emphasize these values in any interpretive program for such unit.
- III. The department staff shall interpret the units of the state parks creatively. Information shall be presented objectively, and in accordance with established fact, although legend and myth may be utilized in interpreting the color and feeling of an era or event, if such material is clearly identified as nonfactual or unverifiable.

PAR. 4:98 REVENUE GENERATION POLICIES – Visitor perceptions are shaped by the value they perceive they achieve through paying park fees. The payment of fees should be viewed as a statement of partnership between visitors and the department to promote stewardship of park resources and provide reasonable access by visitors to those resources. In setting those fees, the board considers:

- I. Persons who benefit directly from state park facilities and services should pay a greater portion of the costs of provision. The portion they pay should increase, as use of the facility is limited to specific users rather than the general public.
- II. Par use fees and charges should be designed and administered on the basis of the best available knowledge of the costs of providing visitor facilities and services

and the impacts of visitors on park resources. This includes the life cycle cost of facilities (i.e. acquisition, development, maintenance and operation.)

- III. Revenue raised through fee programs in parks should be dedicated to ensuring stewardship of park resources and providing public access to those resources. Revenue raised through fee programs for Visitors Centers or Recreation Bureau Programs should help to support the mission of those programs.
- IV. Fees and charges represent only a portion of the revenues needed to develop, operate, and maintain a state park system, and are not a substitute for state's investment in its state park system.
- V. The design of a program of fees and charges should be clearly linked to specific purposes (e.g., resource protection, visitor facilities and services, revenue generation) so as to guide its implementation.
- VI. Park user fees and charges should be structured and administered in ways that provide incentives for park managers to collect fees, and incentives for visitors to pay fees. Revenues from fees and charges should be shared across the park system, part being retained for use at the park where collected, and the remainder allocated under a clearly stated revenue sharing policy.
- VII. Development and administration of user fees and charges should be accompanied by improvements in cost control, operational efficiency, use of partnerships, and accountability.
- VIII. There should be a strong and visible linkage between the fees and charges paid by visitors and the quality of services and benefits received by visitors. High quality facilities and their continued reliability are more important than price alone.
- IX. Fees and charges should be based, at least partially, on a consideration of private sector fees and charges and impacts on local communities.
- X. Park managers should be authorized and encouraged to administer user fees and charges with sensitivity to local opportunities, constraints, and issues of social equity.
- XI. Management of visitor use to protect park resources and enhance the quality of the visitor experience is a legitimate goal of fee programs and a legitimate use of fee revenue.
- XII. A continuing evaluation program to monitor and analyze the cost effectiveness of user fees and charges should be conducted. It should be funded by a portion of the revenues obtained through fees and charges.

Fees and charges are to be reviewed at the spring board meeting with proposed changes to be presented at the fall meeting. Changes may be considered more frequently if necessary. Fees and charges shall be promulgated through the Administrative Procedures Act process.

PAR. 5:02 DOCUMENTATION OF BOARD-APPROVED FEES - Statewide fees will go through the IDAPA process where maximum fee levels are established by the Board and approved by the Legislature. Park specific facility use fees will be set by the Board and posted in the parks. All fees listed in IDAPA Rule 26.01.20.225.02 are maximum fees, unless otherwise stated.

The Board Policy Fee Tables (Draft) are as follows:

BOARD POLICY FEE TABLES

IDAPA RULE #	STATEWIDE FEES	<u>IDAPA</u> <u>Approved</u> <u>Maximum</u> <u>Fee</u>	<u>April 29 2003</u> <u>Board</u> <u>Approved</u> <u>Fee</u>
Chapter 20 250.01	<u>Campsites</u>		
	Primitive Campsite	\$7.00/day	\$7.00/day
	Basic Campsite	\$9.00/day	\$9.00/day
	Developed Campsite	\$12.00/day	\$12.00/day
	Deluxe Campsite	\$22.00/day	\$22.00/day
	Electric-Hook-Ups at Site	Add'l \$4.00/day	Add'l \$4.00/day
	Sewer Hook-Ups at Site	Add'l \$2.00/day	Add'l \$2.00/day
	Use of Campground Showers by Non Campers	\$3.00/person	\$3.00/person
	Camping Fee Includes MVEF		
	Limited Income Discount	\$4.00/day	\$4.00/day
	Resident Disabled Idaho Veterans Fee Waiver	Waived	Waived
	Extra Vehicle Charge	\$5.00/day	\$5.00/day
250.01	<u>Camping Cabins, Yurts and Tepees</u>		
	Camping Cabin, Yurt or Teepee	\$72.00/night	
	Idaho City Yurts	\$72.00/night	\$72.00/night
	State Park Camping Cabins	\$72.00/night	\$35.00/night
	State Park Yurts	\$72.00/night	\$35.00/night
	State Park Tepees	\$72.00/night	\$35.00/night
	Each Additional Person above the sleeping capacity of the facility	\$12.00/night	\$12.00/night
250.03	<u>Motorized Vehicle Entrance Fee(MVEF)</u>		
	Daily Charge per Motorized Vehicle	\$5.00/day	\$3.00/day thru 12/31/03 \$4.00/day beginning 1/1/04
	Daily Charge per commercial motor coach (no annual pass available)	\$25.00/day	\$20.00/day thru 12/31/01 \$25.00/day beginning 1/1/04
	Statewide Annual State Park Passport per motorized vehicle	\$35.00	\$25.00
	Second Vehicle Annual Passport	\$5.00	\$5.00
	Resident Disabled Idaho Veterans Fee	Waived	Waived

IDAPA RULE #	STATEWIDE FEES	<u>IDAPA</u> <u>Approved</u> <u>Maximum</u> <u>Fee</u>	<u>April 29 2003</u> <u>Board</u> <u>Approved</u> <u>Fee</u>
250.06	<u>Boating Facilities</u>		
	Vessel Launching (per vessel, per day)	\$5.00/day	\$3.00/day thru 12/31/03 \$4.00/day beginning 1/01/04
	Overnight Moorage - applicable to persons registered to camp	\$5.00/night	\$5.00/night
	Overnight Moorage (persons camping on vessel)		
	* Any length vessel	\$8.00/night	\$8.00/night
	* Any length vessel moored at buoy	\$5.00/night	\$5.00/night
250.02	<u>Individual Campsite Reservation Service</u> <u>Fees</u>		
	Reservation Fee	\$6.00/site	\$6.00/site
	Modification Fee	\$10.00/site	\$10.00/site
	Cancellation Fee	\$10.00/site	\$10.00/site
225.06	Fee Collection Surcharge	\$5.00	\$5.00
225.07	Admission Fee for educational opportunity	\$10.00/person	\$10.00/person
250.10	Nordic Ski Program Grooming Fee (Required in addition to MVEF at Board Approved Sites		
	Per person/day	\$4.00/person	\$2.00/person
	Per family/year	\$35.00	\$25.00
250.05	Group Facility Fees		
	Reservation Service Fee	\$25.00	\$25.00
	Group Facility Overnight Per Person Fee	\$3.00/person	\$2.00/day thru 12/31/03 \$3.00/day beginning 1/1/04
Chapter 36 100	Park 'N Ski Parking Permit		
	Annual	\$30.00	\$29.00
	Temporary (three [3] consecutive days)	\$10.00	\$6.50

PARK SPECIFIC FEES

	<u>Current Board Approved Fee</u>
<u>Farragut State Park</u>	<u>(Minimum fee per day)</u>
Thimbleberry	\$90.00
Kestrel	Exempt from 30% reservation cap. Individual Campsite Fees apply
Nighthawk	Exempt from 30% reservation cap. Individual Campsite Fees apply
Redtail	Exempt from 30% reservation cap. Individual Campsite Fees apply
Buttonhook-Larch	\$70.00
Buttonhook-Oceanspray	\$90.00
Buttonhook-Saw-Whet	\$50.00
Cleaning/Damage Deposit	\$100.00
Approved Nordic Ski Program Grooming Sites	Harriman/Ponderosa
<u>Harriman State Park</u>	
Dormitory and Cookhouse (fifteen (15) person minimum, forty (40) person maximum)	
Cleaning/Damage Deposit	\$150.00
Boys House Maximum capacity Seventy (70) persons	
Up to four (4) hours	\$50.00
Full day	\$80.00
Cleaning/Damage Deposit	\$50.00
Ranch Manager's House - Maximum capacity - eight (8) persons	\$250.00/night
Cleaning/Damage Deposit	\$50.00
Additional per person overnight charge	\$12.00/night
<u>Lionhead Unit of Priest Lake State Park</u>	
Group Camp (including kitchen and sleeping quarters)	\$175.00/day
RV hookups (see fee schedule set by Subsection 250.01)	
Cleaning/Damage Deposit	\$50.00

PARK SPECIFIC FEES

	<u>Current Board Approved Fee</u>
<u>Three Meadows Group Camp Within Dworshak State Park</u>	
Basic daily rate (includes lodge and two (2) sleeping cabins)	\$225.00
Lodge rental (day-use only)	\$75.00/day
Additional sleeping cabins	\$50.00/night
Group leader cabin rental	\$50.00/night
Tent site	\$9.00/night
RV sites	\$15.00/night
Cleaning/Damage deposit	\$150.00
Notwithstanding the provisions of Section 300 of this chapter, reservation requests for group use facilities at Three Meadows Group Camp will be accepted by mail on and after October 1 for the following calendar year.	
<u>Rentals of State-Owned Cottages Within Heyburn State Park</u>	
Cottages with full utilities	\$85.00/night
<u>Rental of State-Owned Cottage Within Lakeview Village Adjacent to Ponderosa State Park</u>	
In-Season (Memorial Day weekend through Labor Day weekend)	
Two (2) night minimum	\$75.00/night
Off-Season Two (2) night minimum	\$55.00/night
Six (6) night, seven (7) day package	\$300.00
Monthly	\$600.00
Reservations are available subject to the terms of Section 275 of this chapter. A cleaning/damage deposit may be required.	
<u>Rental Rates For Mobile Home Sites and Long-Term Camping Sites Within Lakeview Village Adjacent to Ponderosa State Park</u> <u>Residential Lakefront Mobile Home Sites</u>	
(Used more than six (6) months per year and outside of the summer season, May 1 through October 31)	\$275.00/month

PARK SPECIFIC FEES

	<u>Current Board Approved Fee</u>
or	\$3,300.00/year
<u>Recreational Lakefront Mobile Home Sites</u> (Used six (6) months or less per year during the summer season, May 1 through October 31)	\$225.00/month
or	\$2,700.00/year
<u>Residential Non-Lakefront Mobile Home sites</u> (Used more than six (6) months per year and outside of the summer season, May 1 through October 31)	\$265.00/month
or	\$3,180/year
<u>Recreational Non-Lakefront Mobile Home Site</u> (Used six (6) months or less per year during the summer season, May 1 through October 31)	\$215.00/month
or	\$2,580.00/year
Long-term camping sites, lakeside	\$325.00/month
Long-term camping sites, second row	\$310.00/month
<u>Rental Rates for Short-Term Camping Sites</u> <u>Within Lakeview Village Adjacent to Ponderosa</u> <u>State Park</u> Overnight Camping	\$16.00/night
Less than thirty (30) nights - See Subsection 250.01	
Overnight camping (thirty (30) nights or more, paid in advance) shall be at the same rate as established in Section 375 for long-term camping sites with additional days pro-rated at the monthly rate.	
Reservations are available subject to the terms of Section 275.	

PAR. 6:73 FOREST MANAGEMENT POLICY ON STATE PARKS LANDS –

Trees individually or combined in groves or major stands contribute to the scenic and aesthetic values of a recreation area. A tree of 12 inches or more in diameter represents a major investment and cannot be replaced generally, except by an investment in time. For these reasons, our objective will be to retain the individual trees and various stands of timber in as near a natural state as possible, including snags that are important to cavity-nesting birds.

I. Each tree considered for removal will be judged on its own merits.

- II. Safety of the of the recreating public will be a major concern and any tree in a deteriorated physical condition in a high-use location that creates a human hazard will be removed.
- III. Damage to the rest of the stand through disease or insect infestation shall be sufficient cause for the removal of the infested trees.
- IV. Infestations dangerous to the residual stand, but capable of treatment without the loss of the tree, will be treated by the park staff or in widespread situations, as a cooperator with other forest groups.
- V. Fire-killed and blow-down timber usually involves a considerable volume of timber and frequently becomes a source of damage by insects and disease to the rest of the stand. Trees of considerable volume will generally be salvaged for the protection of the stand. Isolated trees that do not represent a hazard to the remaining stand may be left if it is not undesirable aesthetically and if the cost of removal is excessive. Fire-killed and blow-down material should be salvaged when advisable at the earliest opportunity to retain as much of the quality of the timber as possible.
- VI. Trees may be removed from right-of-way clearings or other construction areas requiring open space. Considerable care will be exercised to limit the damage to the remaining trees. Only those trees will be removed which will be essential to the development.
- VII. Layout plans will give full consideration to saving unusual, historical, or other trees significantly important, aesthetically, to the park area.
- VIII. Under special circumstances, timber may be cut and harvested to reestablish an essential game range, or establish or preserve a spectacular view, to retain a desirable species, or to change the type to a species more suitable for park needs.
- IX. Under no circumstances will the commercial value of a tree within the park be considered as criteria for its removal.
- X. Salvaged material from the trees removed under the above policy may be sold by the department in accordance with established procedures.

PAR. 7:02 EXCEPTIONS TO HUNTING PROHIBITION IN STATE PARKS –

The Board may allow exceptions to the Rule on Protection of Wildlife in State Parks, Rule 26.01.20.575, in order to expand recreational opportunities in parks where it is appropriate, as well as assist wildlife managers in achieving population objectives.

The Board-approved exceptions are:

Farragut State Park	Open to Archery Deer Hunting
Hells Gate State Park	Open to Canada Goose Waterfowl
City of Rocks N.R.	Open to All Hunting on Department Lands Within the National Reserve
Heyburn State Park	Open to Waterfowl Hunting

Billingsley Creek

Open to All Hunting

DEV. 1:91 – PLANNING OF STATE PARKS – Few responsibilities of a state park system are more important than planning. To ensure the needs of the people will be met with respect to state parks, there will be both system-wide and park-specific planning.

- I. System-wide planning shall consider, on a statewide basis, competitive demands for land use and the total recreation requirements of Idaho in order to assess the responsibility of the state in relation to federal, county, city special district governments, and the private sector.
- II. All planning shall be in conformance with the supply, demand, and need as outlined in the “Statewide Comprehensive Outdoor Recreation Plan for Idaho.”
- III. At a minimum, a five-year needs assessment plan shall be developed and updated annually. The plan will list the acquisition and development needs for the future and establish criteria and priorities for same.
- IV. Park-specific planning shall include individual park master plans, site plans for development and management and interpretive plans, and they will be developed for each major park in the system.
- V. Such planning shall follow the “State Park Master Plan Guidelines” document adopted by the board on July 31, 1997. This process anticipates the types, qualities, and extent of needs of the public and determines the potential areas, the land-carrying capacity, and development and services to meet these needs with estimated costs for acquisition and operation.
- VI. The five-year needs assessment plan and all individual park master plans will be reviewed and approved by the board. All changes to the established five-year needs assessment and individual park master plans will also be reviewed and approved by the board.
- VII. Concession master plans will be developed for all existing and new concessions. They will be presented to the board for review and approval.

DEV. 2:75 – ACQUISITION OF STATE PARK LANDS – The acquisition program is vital to state parks and should continue commensurate with the needs of a growing population. Insofar as available funds will permit, public use of acquired areas should be made possible as soon as practicable. A “Procedure to Identify and Evaluate Areas of Outstanding natural, Scientific, Cultural, Historic or Recreational Value in Idaho” has been adopted by the board and will serve as the guideline for acquisition of state park units.

Any acquisition of property must be approved by the Idaho Park and Recreation Board.

DEV. 3:91 – CLASSIFICATION SYSTEM – *Idaho Code 67-4219* states that “It is the intention of the legislature that the Department of Parks and Recreation protect, operate, maintain, and develop areas of scenic beauty, recreational utility, and/or historic, archaeological or scientific interest.” To provide for appropriate administration of these park and recreation areas, the board adopted a “Classification System for the Recreation

Resources in the State of Idaho” in 1973. Areas which have been classified by the board are listed below:

- | | |
|--|---|
| <p>A. State Natural Parks
Priest Lake
Round Lake
Heyburn
Mary Minerva McCroskey Mem.
Mowry
Dworshak
Ponderosa
Bruneau Dunes
Malad Gorge
Harriman
Mesa Falls
City of Rocks National Reserve</p> <p>B. Recreation Parks
Farragut
Winchester Lake
Lucky Peak
Bear Lake
Henry’s Lake
Hells Gate
Eagle Island</p> | <p>Crystal/Niagara Springs</p> <p>C. Historical Parks
Three Island Crossing
Massacre Rocks State Park and
Register Rock Historical
Monument
Old Mission
Land of the Yankee Fork</p> <p>D. Cultural Parks
(None Classified)</p> <p>E. State Off-Road Vehicle Parks
(None Classified)</p> <p>F. Under Study
Lake Cascade
Lake Walcott</p> |
|--|---|

DEV. 4:73 – SERVICES AND FACILITIES provided to the general public shall be in accordance with the master plan and the classification plan established for the use and development of each individual park. Considerations for providing services and facilities will be:

- I. Provision shall be made for a wide range of interests and activities.
- II. Each park will be developed for as many activities as is consistent with the classification, wise use, and protection of the facility or resource.
- III. To allow full park use by individuals who may or may not own recreation equipment, the Idaho Department of Parks and Recreation may consider the rental and sale of items appropriate in parks. The rental and/or sale may be accomplished by the department or by private concessionaire.

The board recognizes the potential for competition with private enterprise as the department becomes more aggressive in its efforts to operate in a more businesslike manner. However, an effort should be made not to unduly compete with those services which are provided locally by private enterprise. Items for rental and/or sale should include those items that are appropriate for the park and are in keeping with the park’s classification, mission, and strategic objectives.

- IV. Park facilities shall be developed to facilitate services and to provide recreation opportunity. They shall be architecturally suited to theme and purpose of the park. Park facilities may include but shall not be limited to the following: lodges, cabins, winter sports structures, group camps, concessionaire buildings, activity buildings and shelters, comfort stations, visitor centers, environmental awareness centers, swimming pools, various courts, motorized trails, non-motorized trails, exhibits, playground apparatus, amphitheaters or programs areas, fish cleaning stations, beach or bathhouses, marinas, golf courses, employee residences, observation platforms, various types of campgrounds, various types of day use areas, maintenance buildings, underwater recreation areas.
- V. Access for people with disabilities will be provided in all new development.
- VI. No facilities or services shall be permitted within a park which encourages or contributes to the deterioration of the park environment or adjacent property.

DEV. 5:92 – NAMING UNITS OF THE STATE PARK SYSTEM – The following procedure will be used to identify, classify, and name new units of the state park system.

A unit is identified as a separate area with its own boundaries. A state park consists of one or more units.

- I. **Permanent Classifications and Names** – Following the acquisition of a new unit of the state parks system. The department will provide the board with a recommendation containing the unit's permanent name and classification. The department's recommendation will be based on the criteria outlined below and existing stat regulations.
- II. **State Park Unit Names** – State park units, in most cases, should bear the name to which they have been historically known due to location, topography, natural resources, cultural values, etc. State park units may also be named in honor of a person or persons living or deceased.
- III. **Classification** – Units of state parks shall be classified in accordance with the guidelines established in the classification plan adopted by the board on September 17, 1973.
- IV. **Naming of Areas or Sites Within Units** – The director may approve the use of a name to identify an area or site within a unit when this action is necessary or desirable for any reason; such as, ease in identifying a site for users of the system, preparation of maps, etc. Names so selected may be altered or changed by the director as conditions warrant. The approval of a map or the use of a sign identifying an area shall constitute the director's approval and the recording of the director's actions.

DEV. 6:92 PROTECTION OF STATE PARK LANDS – Lands acquired for state parks should remain dedicated to that use and protected against exploitation contrary to that purpose, as specified in the Idaho Code, policies of the board, and approved master plans. Uses not in conformance with the master plan should be considered only when no other reasonable means of accomplishing the purposes of that use are available and where there will be no destruction of park values.

DEV. 7:91 CONTRACTING AUTHORITY – The department has authority to conduct and hold public bid openings on public works contracts without going through the Division of Public Works, except for administrative office buildings. However, all plans and specifications must be designed by licensed consultants, and all contracts must be reviewed by the appropriate agency for conformance with provisions of the statutes, codes, and including accommodations for the accessibility of the physically challenged.

DEV. 8:91 LAND USE EVALUATION AND DISPOSAL OF STATE PARK LANDS – The Board may, after considering the feasibility of operating any state park area, elect to no longer manage the area. In that case, the Stand Land board shall be notified in writing that certain lands are surplus to the Idaho Department of Parks and Recreation. In those cases where the properties are leased, the appropriate lessor agency will be notified. Provision of the Park Land Trust legislation will be considered before disposal of any land or other valuable property.

REC. 1:02 ADVISORY COMMITTEE

- I. **Purpose** – The purpose of this policy is to establish a consistent process for filling vacancies in statutorily created advisory committees. The Idaho Park and Recreation Board is required to appoint members to three such advisory committees, while the director appoints members of one advisory committee. Legislation creating the Ashton to Teton Trail advisory committee does not specify the appointing authority. This policy vests that authority in the director. In the past, a lack of consistency in the application and appointment process has created difficulties both for department staff and for the board. This policy applies only to those advisory committees which are statutorily created. The Idaho Park and Recreation Board and staff are authorized to and do appoint ad hoc advisory committees and task forces. Because of the varying nature of these ad hoc advisory committees, and the fact that their existence is usually mission-specific, they are not intended to be included under this policy.
- II. **Advisory Committees** – The board is statutorily required to appoint the following advisory committees:
 - A. **Recreational Vehicle Advisory Committee** – This six-member committee comprises one individual representing recreational vehicle users from each of the six planning district. Terms of appointment are concurrent with the incumbent board member from the respective district (section 67-4223(d), Idaho Code).
 1. **Off-Road Motor Vehicle Advisory Committee** – This nine-member committee comprises three (3) members from planning districts 1 and 2, three (3) members from planning districts 3 and 4, and three (3) members from planning districts 5 and 6. One (1) member from each area represents snowmobilers, one (1) member represents either ATV or motorbike interests, and one (1) member represents or users not otherwise represented. Committee members service four (4) year staggered terms (section 67-7128, Idaho Code).
 2. **Motorbike Recreation Account Advisory Committee** – This three-member committee comprises the three (3) members of the off-road motor vehicle advisory committee who represent either ATV or motorbike users (section 67-7128(d), Idaho Code).
 - B. The director appoints the members of the following advisory committees. However, the board, for reasons of consistency, has determined that they will appoint the Waterways Improvement Fund advisory committee in the future, and the law will be modified to reflect this when the law needs to be opened up for other reasons.

1. **Waterways Improvement Fund Advisory Committee** – This six-member committee comprises one recreational boater from each of the six planning districts. Terms of appointment are three (3) years, with initial appointments of staggered lengths so that the terms of two (2) members expire annually (section 57-1503, Idaho Code).
2. **Ashton to Tetonia Trail Advisory Committee** – The Advisory Committee members will be appointed by the Director to serve two-year terms. The Advisory Committee membership will include seven members, four to be landowners owning property adjacent to the trail and three to be representatives of the recreational interests in the trail corridor. The Advisory Committee members shall enter into a Memorandum of Agreement to serve for the term of the appointment.

The Committee is required to report at least annually to the Board including an assessment of vandalism, theft or injury to private property adjacent to the trail. The department is required to follow the same reporting requirements to the Joint Finance and Appropriations Committee. (1994 Idaho Sess. Laws, ch. 195, p. 625)

- III. **TERM OF APPOINTMENT** – It shall be the policy of the Idaho Park and Recreation Board that no advisory committee member may serve more than two consecutive terms, and that the committee composition reflect the variety embodied in the user group population.

IV. **PROCEDURE**

- A. **Notice** – Not less than three months prior to the expiration of an advisory committee member term, the program manager shall prepare a notice of the upcoming vacancy. The notice should include a brief description of the qualifications and requirements of the position, and include an application deadline. Interested persons should be asked to contact the program manager for an application. Notice shall be widely distributed in the district or geographical area from which the committee member must be chosen. Distribution may include news releases to local media outlets, as well as mailings to identified constituent groups and individuals who have expressed an interest.
- B. **Application** – The application form shall be designed to elicit sufficient information to ensure that applicants meet the following minimum qualifications:

1. **Recreational Vehicle Advisory Committee** (six members)
 - a. Shall reside in the district represent.

- b. Shall own and use a recreational vehicle which requires a recreational vehicle annual license.
- c. Shall be willing to enter into a Memorandum of Agreement to serve for the term of the appointment.
- d. Shall, if a member of an organization or club, report back to that organization or club on the activities and actions of the committee, and solicit input and suggestions to be brought to the full committee.

2. **Off-Road Motor Vehicle Advisory Committee/Motorbike Recreation Account Advisory Committee** – (nine members, six members representing motorized recreation and three members representing interests other than trailbike, ATV or snowmobile.)

- a. Shall reside in one of the two districts they represent.
- b. Shall be an active participant in the activity represented.
- c. Shall own and use a properly registered off-highway motor vehicle for the type of activity represented.
- d. Shall be willing and able to travel to attend meetings and field trips.
- e. Shall be willing to enter into a Memorandum of Agreement to serve for the term of the appointment.
- f. Shall, if a member of an organization or club, report back to that organization or club on the activities and actions of the committee, and solicit input and suggestions to be brought to the full committee.
- g. One member shall be appointed from each area without regard to the recreational activity in which that member participates and shall represent interests other than motorbike or ATV riders and snowmobilers.

3. **Waterways Improvement Fund Advisory Committee** (six members)

- a. Shall reside in the district they represent.
- b. Shall be the registered owner of at least one vessel and be an active recreational boater in Idaho.
- c. Shall possess knowledge of boats, boating and boating facilities meeting or exceeding that of an average recreational boater.
- d. Shall be willing to enter into a Memorandum of Agreement to serve for the term of the appointment.
- e. Shall, if a member of an organization or club, report back to that organization or club on the activities and actions of the committee, and solicit input and suggestions to be brought to the full committee.

4. **Ashton to Tetonia Trail Advisory Committee** – (seven members, four to be landowners owning property adjacent to the trail and three to be representatives of the recreational interests in the trail corridor.

- a. Shall reside in Fremont or Teton County.
 - b. Shall consist of seven members; four to be landowners owning property adjacent to the trail and three to be representatives of the recreational interests in the trail corridor.
 - c. Shall be willing to enter into a Memorandum of Agreement to serve for the term of the appointment.
5. **Information Sheet** – Staff shall develop an information sheet, which shall be provided to interested applicants along with the application. The information sheet should outline the statutory basis for the advisory committee, minimum qualifications, a brief description of the duties of the committee and its individual members, information concerning the number of and location of meetings, amount of travel required, applicable policies concerning compensation or reimbursement of expenses, and the application filing deadline. The information sheet may include such other information as might be pertinent to a prospective applicant.
6. **Applicant Deadline** – Applicants should be encouraged to submit their completed applications prior to the final application deadline for staff review. This allows staff an opportunity to review applications for completeness and obtain any additional information required prior to the final application deadline.

C. **Staff Review**

1. **Initial Staff Review** – Applications shall be returned to the appropriate program manager. The program manager shall review the applications to ensure that they are complete and that the applicants meet all statutory requirements. If an application is incomplete, or if it does not appear from the application form that the applicant meets the appropriate statutory criteria and the application deadline has not yet passed, the program manager shall contact the applicant to see if additional information is available. Applications which are incomplete or applicants who do not meet the minimum qualifications at the time of the final application deadline shall not be considered.
2. **Staff Recommendation** – Following the initial review for completeness and statutory compliance, the program manager shall make a substantive review of each application. This review shall be based on the objective criteria established for the application process. This review should include consideration of the applicant's minimum qualifications, additional qualifications, experience, and whether they are representative of the user group they are statutorily required to represent. The program manager may make such review based on the written applications and discussions with the applicant. Not later than two (2) months preceding the board

meeting at which an appointment will be made, the program manager shall forward the following information to the appropriate appointing authority.

- a. All complete applications meeting the minimum qualifications;
- b. Staff's written recommendation. The written recommendation shall include a brief discussion of the reasons for the recommendation, consistent with the objective criteria established for each position, together with any additional relevant information about the applicant. The program managers recommendation shall be based in part on assuring that there is a balance among various users;
- c. Any additional information concerning any of the applicants which may be relevant to an appointment decision.

D. **Appointing Authority Review and Recommendation** – The appointing authority (respective board member or board members, or the director) is responsible for reviewing the applications and conducting interviews with the applicants. The appointing authority shall, at a minimum, contact each applicant by telephone. In making a selection, the appointing authority should keep in mind that the committee must serve a board range of interests. The committee should include a balanced mix of different users and individuals and organizational representatives. No later than one (1) month before the board meeting at which an appointment will be made, the appointing authority charged with making the recommendation shall provide staff with the name of the proposed appointee and sufficient information to enable the program manager to prepare a board agenda item concerning the appointment.

E. **After the Appointment**

1. **Orientation** – Following an action of the board or director making an advisory committee appointment, the program manager shall meet with the appointee and provide an orientation to the department, the program, and the responsibilities of the committee and its members. This should be accomplished within one (1) month of the initial appointment, but in any event must be completed prior to the appointee's first committee meeting. At the time of the orientation, the appointee shall be required to sign a Memorandum of Agreement which outlines the terms and conditions of the their appointment.
2. **Handbook** – The program manager shall prepare a handbook for each new advisory committee member. The handbook should include at least the following information:
 - a. Any departmental rules pertaining to the program, previous years' minutes, budget and grant awards;
 - b. Any board policies pertaining to the program;
 - c. Copies of forms used in the administration of the program;

- d. Copies of relevant department forms (vouchers, etc.);
- e. Copies of relevant statutes;
- f. A calendar with critical dates (committee meeting dates, board meeting dates, application deadlines, etc.);
- g. A brief description of the appropriate protocol for resolution of problems or concerns;
- h. Any departmental policies and forms pertaining to travel, reimbursements, compensation, etc. which the appointee will be required to use.

REC. 2:98 ALLOCATION AND DISTRIBUTION OF SUB-GRANTS FROM THE STATE BOAT SAFETY ACCOUNT

The State Boat Safety Account was established in 1972. It is funded from the Federal Aquatic Resources Trust Fund, Boat Safety Account, and originates from federal taxes on motorboat fuels. The purpose of this fund is to provide boating safety services such as the enforcement of boating laws, boater education, acquisition and maintenance of navigational aids, and search and rescue efforts related to recreational boating on a statewide basis. The account is administered under IDAPA 26.01.31, "Rules Governing the Administration of the Boat Safety Account."

A portion of this account is sub-granted to public agencies and boating safety organizations. These sub-grants are intended to assist the Idaho Park and Recreation Board "to promote and provide for the safe, enjoyable use of Idaho's public waterways for recreational boaters through the fair and responsive management of funding, education, training, conservation of significant natural resources, and environmental programs," as is the mission of the state boating program, a division of the Idaho Department of Parks and Recreation. Sub-grants are provided on a federal fiscal year basis (October 1 through September 30). The balance of funds received from the federal grant is used for statewide programs.

Federal funding for the State Boat Safety Account has increased from less than \$200,000 in 1987 to \$635,000 in 1998. This has brought about the need to establish a more objective evaluation, allocation and distribution process for sub-grants from this account.

I. PURPOSE

The purpose of this Park and Recreation Board policy is to establish objective-based criteria and processes for the distribution of sub-grant funds from the State Boating Safety Account. A goal of the department is to ensure boating grants and other funding is allocated in an effective, fair and responsive manner for the primary benefit of Idaho boaters involved in boating activities.

II. PROCEDURES FOR THE ALLOCATION AND DISTRIBUTION OF SUB-GRANTS

- A. No later than June 1 of each year, the boating program manager shall determine the amount of Boat Safety Account funds available to each county sheriff's department. This shall be based upon a "base" amount for each county, plus or minus an equal percentage of the increase or decrease in trustee and benefit.

For FFY1999, the department shall establish the base account for each county sheriff's department using the highest sub-grant account allocated during the previous three years. The FFY1999 base for sheriff's departments not receiving sub-grants from this account during the previous three years will be established using a formula based upon the ratio of state vessel account each county received in FFY1997. Base accounts will be reevaluated once every three years and presented to the board for consideration.

- B. No later than July 1 of each year, the boating program manager shall notify each county sheriff in counties with eligible boating programs of the amount of funds for which the county is eligible.
- C. No later than September 1 of each year, the department shall enter into a written Memorandum of Understanding with each eligible sheriff requesting funding, stating clearly the objectives and responsibilities of the department and the sheriff. The MOU shall be negotiated by the boating program manager and signed by the department director and the county sheriff.
- D. The sheriff shall provide evidence he has expended an amount of eligible matching funds equal to that received from the Boat Safety Account, unless specifically exempted by other provisions of these administrative procedures. Matching funds must originate from the County's Vessel Account.
- E. The department may retain no more than \$25,000 annually for distribution to eligible agencies and organizations to ensure statewide boating law enforcement, boater education, and boating search and rescue objectives are addressed, as applicable under current laws and rules. Any funds not requested in any one county fiscal year by a county sheriff for which they are eligible shall also be retained by the department and placed in this contingency fund. Matching funds shall not be required to obtain contingency funds. The director shall review all applications for contingency funds recommended by the boating program manager and make the final determination for funding.
- F. Funds will be disbursed to all eligible counties with an approved Memorandum of Understanding on a reimbursement basis.

- G. Each county sheriff receiving funds from the Boat Safety Account shall remit a complete annual activity report to the boating program manager no later than January 31 of each year.
- H. Counties receiving Boat Safety Account funds shall make all relative expenditure reports available to the department for review following the end of each county fiscal year. The department shall review expenditures of counties receiving Boat Safety Account funds no later than December 15 of each year.
- I. Counties not fulfilling the requirements of the Memorandum of Understanding shall be ineligible for funding the following year. The director shall determine county eligibility for funding, taking into consideration the recommendations of the boating program manager and bureau chief.

☐ IDAPA RULE

☐ IDAPA FEE

☐ BOARD POLICY

☒ INFO ONLY NO ACTION REQUIRED

Idaho Park and Recreation Board Meeting

Sun Valley Idaho, August 4 -5, 2003

AGENDA ITEM: FY 2004 Advisory Committee Comments

ACTION REQUIRED:

NO BOARD ACTION REQUIRED

DIVISION ADMINISTRATOR: Rick Cummins

PRESENTER: Rick Cummins

PRESENTATION

BACKGROUND INFORMATION: During the process of rating project applications, committee members were asked to include comments on their rating forms if they so desired. Staff compiled these comments and forwarded them to the Board prior to the April Board meeting. At the meeting, the Board asked staff to review the comments to see if the grant awards could (or should) be adjusted, or other changes could be negotiated with the project applicants.

This review has been completed. Only those projects that were recommended for funding were reviewed. It was found that most of the comments seemed to be editorial in nature, and weren't really asking for adjustments or changes. Comments such as "need safe trails," "toilets are good," and "project too expensive" were common.

Three projects seemed to have consistent comments that called for further investigation:

WIF Project #10, Kootenai County, Harrison Dock Improvement-- All of the Committee members suggested that this project should be phased, and portions of it be done in future fiscal years. As a rule, IDPR projects are funded in the fiscal year in which they are applied for. We do not allocate monies for "out" fiscal years. Also, this is the final phase of a three-year phased project. Because of these two factors, it was decided to leave this project as awarded.

ORMV Project #25, Fairfield Ranger District, Toilet at Couch Summit-- The Committee's comments dealt with the size of the vault toilet. They thought that a single toilet was sufficient and less expensive than the double vault toilet that was asked for. Dan Haws called the USFS representative and discussed this matter. The Fairfield Ranger District is willing to accept a single vault, but they still feel that the most cost effective way to proceed is to install a double vault, as it would be less costly to maintain.

After further discussion, IDPR staff concurs that this is the way to go, and no change in the award is recommended.

RTP Project #27, City of Challis, Walking Path/Bicycle Path—The Committee showed concern that RTP funds were being used to purchase irrigation pipe as part of the project. Dan Haws contacted the City and was informed that this cost has been incurred by the City and would no longer be a part of the RTP project. Seventy-five thousand dollars has been approved for this project, but only about \$50,000 will be needed. This will be monitored, and the savings will be allocated to other RTP projects next fiscal year.

ACTION ITEM

STAFF RECOMMENDATIONS: No action required, informational only.

☐ IDAPA RULE ☐ IDAPA FEE ☒ BOARD ACTION REQUIRED
☐ BOARD POLICY ☐ INFO ONLY NO ACTION REQUIRED

Idaho Park and Recreation Board Meeting
Sun Valley, Idaho August 4-5, 2003

AGENDA ITEM: Grant Application Evaluation Criteria-Update

ACTION REQUIRED: BOARD ACTION REQUIRED

DIVISION ADMINISTRATOR: Rick Cummins

PRESENTER: Rick Cummins

PRESENTATION

BACKGROUND INFORMATION: The Board adopted the currently used Grant Application Evaluation Criteria at the October 3, 2002 Board meeting. This criteria was used in last spring's application evaluation process. Following the rating meeting, the various Advisory Committees were asked to critique and otherwise offer comments on the criteria. One of the suggestions that came out of this critique was to align the numbering of the criteria questions with those of the application questions. The committee members thought that this would make it easier for them to use the rating form, as they would know where to look for the answers to the criteria questions.

Upon review of the newly adopted criteria and the various comments, staff recommended to use the same criteria for each of the programs in next spring's evaluation of 2005 applications. This was reported to the Board at the May 2003 meeting in Post Falls. The only change that Staff recommends is to follow the advice of the Committee members and re-align the numbering of the criteria questions. The ten criteria questions will align themselves with the first ten questions on the application form. An example of the revised criteria form is included with this information.

ACTION ITEM

STAFF RECOMMENDATIONS: Staff recommends that the board approve the revised Grant Application Evaluation Criteria to be used for each of the programs in the rating of 2005 grant applications.

IDAHO DEPARTMENT OF PARKS AND RECREATION
Grant Application Evaluation Criteria

Project Name: _____ Applicant: _____

Rater: _____

- | | | |
|-----|--|--------------------|
| 1. | Degree to which project benefits a full range of users contributing to the specific program fund. | _____
0-10 pts. |
| 2. | Degree of urgency due to potential resource damage, or other impacts that may cause an opportunity to be lost if no action is taken. | _____
0-10 pts. |
| 3. | Degree of quality in project planning, design, organization, and coordination with IDPR staff and respective advisory committees. | _____
0-10 pts. |
| 4. | Degree to which the project: creates opportunities not currently available in the area, addresses an important public health and safety issue or an element of a comprehensive project currently underway. | _____
0-10 pts. |
| 5. | Degree to which project is reflected as a user need in current comprehensive outdoor recreation plans or surveys. | _____
0-10 pts. |
| 6. | Degree to which the project is providing new or protecting existing access to public outdoor recreation opportunities. | _____
0-10 pts. |
| 7. | Degree to which the project reflects the intent of the program from which the funding will be provided. | _____
0-10 pts. |
| 8. | Degree to which applicant is taking direct responsibility for the management and delivery of public services and will provide meaningful outdoor education, responsible use or other public information at the site. | _____
0-10 pts. |
| 9. | Degree of effort, commitment, matching funds from other applicant sources or investment in the project as demonstrated by the applicant. | _____
0-10 pts. |
| 10. | Degree to which project costs relate to project benefits. | _____
0-10 pts. |

TOTAL

NOTE: In reviewing recommendations of the Advisory Committees, the Park and Recreation Board retains the discretion to consider criteria, factors, or information other than the rating criteria considered by the Committee in awarding or denying the award of a grant.

**IDAHO DEPARTMENT OF PARKS AND RECREATION
Grant Application Evaluation Criteria**

Project Name: _____ Applicant: _____

Rater: _____

1.	Degree to which project is reflected as a user need in current comprehensive outdoor recreation plans or surveys.	_____
		0-10 pts.
2.	Degree to which project benefits a full range of users contributing to the specific program fund.	_____
		0-10 pts.
3.	Degree to which the project reflects the intent of the program from which the funding will be provided.	_____
		0-10 pts.
4.	Degree to which project costs relate to project benefits.	_____
		0-10 pts.
5.	Degree of quality in project planning, design, organization, and coordination with IDPR staff and respective advisory committees.	_____
		0-10 pts.
6.	Degree to which applicant is taking direct responsibility for the management and delivery of public services and will provide meaningful outdoor education, responsible use or other public information at the site.	_____
		0-10 pts.
7.	Degree to which the project: creates opportunities not currently available in the area, addresses an important public health and safety issue or an element of a comprehensive project currently underway.	_____
		0-10 pts.
8.	Degree of effort, commitment, matching funds from other applicant sources or investment in the project as demonstrated by the applicant.	_____
		0-10 pts.
9.	Degree to which the project is providing new or protecting existing access to public outdoor recreation opportunities.	_____
		0-10 pts.
10.	Degree of urgency due to potential resource damage, or other impacts that may cause an opportunity to be lost if no action is taken.	_____
		0-10 pts.
		TOTAL

NOTE: In reviewing recommendations of the Advisory Committees, the Park and Recreation Board retains the discretion to consider criteria, factors, or information other than the rating criteria considered by the Committee in awarding or denying the award of a grant.

☐ IDAPA RULE ☐ IDAPA FEE ☒ BOARD ACTION REQUIRED
☒ BOARD POLICY ☐ INFO ONLY, NO ACTION REQUIRED

AGENDA
Idaho Park and Recreation Board Meeting
Sun Valley Idaho August 4 -5, 2003

AGENDA ITEM: Matching Requirement for Equipment

ACTION REQUIRED: **BOARD ACTION REQUIRED**

DIVISION ADMINISTRATOR: Dean Sangrey

PRESENTER: Chuck Wells

PRESENTATION

BACKGROUND INFORMATION: The Parks and Recreation Board have shown major concern with equipment grant requests at the last two fall meetings. In response to the Board's concern with the proliferation of grant requests for motorized equipment; motorbikes, ATVs, snowmobiles, boats, etc, the staff has prepared a draft policy for Board consideration.

IDAPA 26.01.31.400.02 States: { **XE "Partially Grant Funded, Equipment"**
}Partially Grant Funded. Single units of equipment with a current fair market value of one thousand dollars (\$1,000) or more as determined by the department, which are purchased only partially (less than one hundred percent (100%) with recreational program grant funds, shall become the property of the applicant. Such units of equipment shall be subject to Section 350 of this chapter. (7-1-99)

The intent with this policy request is to clarify the match requirement for partially funded equipment. If adopted this Board Policy will require a 50% ownership stake in the equipment by the grantee. The policy will still allow the grant applicant to apply for equipment that is totally funded by grantor (IDPR) and in turn leased to the applicant but in all cases ownership will be retained by the department as stated in IDAPA26.01.400.01.

STAFF RECOMMENDATIONS: That the Idaho Parks and Recreation Board adopt the following policy: Grant requests for motorized equipment over \$1000 each and under \$50,000 each shall require a minimum of 50% matching funds from the project applicant to be eligible for funding under IDAPA 26.01.31.400.02

☒ IDAPA RULE ☒ IDAPA FEE ☒ BOARD ACTION REQUIRED
☐ BOARD POLICY ☐ INFO ONLY, NO ACTION REQUIRED

AGENDA
Idaho Park and Recreation Board Meeting
Sun Valley, Idaho August 4-5, 2003

AGENDA ITEM: Temporary Fee Rules

ACTION REQUIRED: BOARD ACTION REQUIRED

DIVISION ADMINISTRATOR: Dean Sangrey

PRESENTER: Dean Sangrey

PRESENTATION

BACKGROUND INFORMATION: At the April 2003 Board Meeting in Post Falls, Idaho, the Board took formal action approving numerous proposed IDPR IDAPA rule changes and authorized the Director to implement the new fees under temporary rule authority. Based on the outcome of the final budget appropriation the Director has taken steps to implement the fee increases beginning with the 2004 season. Under the temporary rule process, the Governor's approval is required prior to finalization of temporary fee rules. The Governor staff has indicated support of the actions taken by the Board and formal approval is expected prior to the Board meeting. Staff therefore is requesting that the Board finalize their part of the Rule Process by taking final action on the following package of IDADA rules:

26.01.20.010.13 – Motorized Vehicle Entry Fee

The Board approved a proposal to discontinue the MVEF exemption for campers. To accomplish this, several rules need to be amended. The first is the definition of MVEF.

Motorized Vehicle Entry Fee (MVEF). A fee charged for a motorized vehicle to enter a designated area ~~for a non-camping visit.~~

26.01.20.010.18 – DEFINITIONS: Camper Unit

The approved the following definition for camper unit as part of the rule package proposed at the April meeting.

A family unit or a party of no more than eight (8) persons occupying one (1) camper/vehicle combination or one vehicle with a maximum of two (2) tents.

26.01.20.200.01 – CAMPING: Occupancy

This proposed amendment is based on language approved by the Board in April plus the following language recommended by the park managers “or approved by the park manager or designee for” which will allow staff to allow double-ups on campsite when appropriate.

Camping shall be permitted only in designated campsites with ~~maximums of : eight (8) people, one (1) extra vehicle, two (2) tents, and one (1) motor vehicle or towed unit with built-in sleeping accommodations~~ a maximum of one camping unit per campsite, unless the site has been designated to accommodate or approved by the park manager or designee for a second unit. A campsite will be determined occupied only after the required camping fees have been paid and registration information completed. ~~Additional vehicle(s) may be parked at the site with permission of the Park Manager or designee.~~

26.01.20.225.03 – Camping

The second rule approved by the Board to discontinue the MVEF exemption for campers is related to fees and services for camping.

.03 Camping. Camping fees include the right to use designated campsites and facilities, ~~and day use facilities~~ for the period camp fees are paid. Utilities and facilities may be restricted by weather or other factors.

26.01.20.225.06 – FEES AND SERVICES: Fee Collection Surcharge

After further review and consideration, the following amendment to the new rule is recommended:

A five-dollar (\$5) surcharge may be added to all established fees when the ~~registered owner-operator~~ of a motorized vehicle or camping unit fails to pay required fees prior to entering a park area or occupying a campsite. If the surcharge is assessed, and the operator of the vehicle or responsible party is not present, all required fees in addition to the five-dollar (\$5) surcharge will be assessed against the registered owner of the motorized vehicle or camping unit.

26.01.20.250.01 – Deluxe Campsite

In reviewing the implementation of the fee increases staff uncovered another amendment that needs to be made to our fee table concerning the definition of a Deluxe Campsite. The definition currently reads (designed to accommodate higher occupancy limits of up to twelve (12) persons). Since we now have a definition of a camper unit and these sites were designed to accommodate two (2) camper units, staff is recommending that the definition be amended to read; **(designed to accommodate two (2) camper units)**

26.01.20.250.02 – FEE SCHEDULE: Reservation Service Fees

This proposal was incorporated and made a part of the complete IDPR rule amendment package last August when, in fact, this particular rule change should have been compiled separately because it involves a fee change and was required to be submitted as a “fee rule”. This discrepancy was noted during the sub-committee review and they agreed to approve the change as long as the process could be changed and recognized for what it should be, a fee rule. The Office of Administrative Rules was in full agreement and has proceeded accordingly.

After further review and consideration, the following addition to the new rule is recommended:

A non-refundable service charge of six dollars (\$6) will be assessed for each campsite reserved. This fee will be waived for campers with a current Idaho RV registration sticker and reimbursed to the Department by the RV Program. A service charge of ten dollars (\$10) or the first nights fee, whichever is less, will be assessed for the cancellation or modification of each campsite reserved that involves reducing the planned length of stay if notice is received more than twenty-four (24) hours in advance of the scheduled arrival time. Cancellations or modifications made less than twenty-four (24) hours in advance of the scheduled arrival time shall result in assessment of a ten dollar (\$10) service charge and may require the forfeiture of the first night’s camping fee.”

26.01.20.250.03 - Motorized Vehicle Entrance Fee (MVEF)

Staff is proposing to increase the maximum fee for the Daily charge per motorized vehicle to \$5.00/vehicle and the board approved fee to \$4.00/vehicle. The timeframe a daily MVEF is valid will be extended for registered campers to 1:00 pm the following day.

MOTORIZED VEHICLE ENTRY FEE (MVEF) TABLE.	
Daily charge per motorized vehicle. The daily MVEF expires at 10:00 pm on date of purchase unless the party is registered to camp in which case the daily MVEF will expire at 1:00pm the following day.	\$ 3 <u>5</u>
Daily charge per commercial motor coach (no annual pass available)	\$ 20 25
Statewide Annual State Park Passport per motorized vehicle	\$35
Disabled Idaho Resident Veterans - The MVEF is waived for resident Idaho veterans showing proof of a one hundred percent (100%) permanent and total service related disability	
Second Vehicle Annual Passport.	\$ 5

26.01.20.250.05 – Group Facility Overnight Fees

Staff is proposing to increase the per person overnight fee for large groups from \$2.00 to \$3.00 per person per night.

a. A reservation service charge of twenty-five dollars (\$25) shall be charged for each reservation of a designated group facility. Additional charges may be imposed by the Park Manager or designee depending upon the cost of providing services.

b. Groups using overnight facilities shall be charged ~~two~~ three dollars (\$~~2~~ 3) per person per night camping fees.

26.01.20.250.06 – Boating Facilities

Staff is proposing to keep the Maximum daily vessel launching fee in sync with the Daily MVEF. The Maximum daily fee will increase from \$3.00/day to \$5.00/day. The Board will also be asked to set the actual fee charged at \$4.00/day for this year.

BOATING FACILITIES <u>FEE</u> TABLE	
Vessel launching (per vessel/per day) (Annual park passport, daily MVEF, or payment of camping fees applies toward vessel launching fees)	\$ 3 <u>5</u> / day
Overnight moorage --any length of vessel. (Applicable to persons who have paid for a park campsite and are not camping on the vessel)	\$5/night
Overnight moorage --persons camping on vessel Any length vessel Any length vessel moored at buoy	\$8/night \$5/night

26.01.20.250.10 – Nordic Ski Grooming Program Fee

Staff is proposing to create a new Nordic Ski Program Grooming Fee for parks providing a premium Nordic ski trail grooming program that often include: maintained parking areas, warming facilities, winter accessible restroom facilities, regularly groomed ski trails, extensive signing, trail mapping and ski patrols. These fees will only be charged at sites approved by the Board. We are requesting that the Nordic programs in place at Harriman and Ponderosa State Parks be approved for implementing the new fee. Maximum fees proposed are: \$4.00/person per day and \$35.00/family per year. The

Board will be asked to set the actual fees to be charged at: \$2.00/person per day and \$25.00/family per year.

26.01.20.300.04 – RESERVING GROUP USE FACILITIES: Additional Information

This issue concerns a typographical error. The correct reference is Rule 250.05.

New Proposal - “Additional information concerning group use reservations and definitions can be found in Rule 250.05.”

ACTION ITEM

STAFF RECOMMENDATIONS: Staff recommends approval of the proposed package of rules and direct staff to implement the rules beginning with the 2004 fee season under Temporary Rulemaking authority as authorized by the Governor and prepare parallel, proposed rule documentation for the upcoming legislative session.

☐ IDAPA RULE ☐ IDAPA FEE ☒ BOARD ACTION REQUIRED
☐ BOARD POLICY ☐ INFO ONLY NO ACTION REQUIRED

Idaho Park and Recreation Board Meeting
Sun Valley, Idaho, August 4-5, 2003

AGENDA ITEM: Fiscal Year 2005 Budget Request

ACTION REQUIRED: BOARD ACTION REQUIRED

DIVISION ADMINISTRATOR: Rick Cummins

PRESENTER: Dean Sangrey

PRESENTATION

BACKGROUND INFORMATION:

The agency's 2005 budget request will be mailed under separate cover prior to the Board meeting.

In order to provide accurate cash projections on several of the agency's dedicated funds, end of year reports will be used which are not available through the State Controller's office. End of year reports are not available in time to compile the information for the budget and include with the standard Board packet.

ACTION ITEM

STAFF RECOMMENDATIONS:

Staff will recommend Board action based on discussion at the Board work section related to the budget document being provided through a separate mailing.

☐ IDAPA RULE ☐ IDAPA FEE ☒ BOARD ACTION REQUIRED
☐ BOARD POLICY ☐ INFO ONLY, NO ACTION REQUIRED

AGENDA
Idaho Park and Recreation Board Meeting
Sun Valley Idaho, August 4 -5 2003

AGENDA ITEM: FY 2004 Recreation Road and Bridge Funds

ACTION REQUIRED: **BOARD ACTION REQUIRED**

DIVISION ADMINISTRATOR: Rick Cummins

PRESENTER: Rick Cummins

PRESENTATION

BACKGROUND INFORMATION: The Recreation Road and Bridge Program has \$300,000 to award to roads and parking areas outside of state parks. Traditionally these funds are used on city or county roads that service recreational users. The funds are also used for parking lots in the ORMV programs as the source of these funds is off-road gas tax.

This year we received two requests for these Road and Bridge Funds:

- \$39,400 **City of Harrison** This project is to pave three (3) roads in the city of Harrison that access the City's boat ramp, RV park and the Trail of the Coeur d'Alenes. Access into this heavily used site is currently steep, dusty and somewhat difficult to maneuver. Paving these roads will improve access into the site.
- \$118,357 **Madison County** The county is requesting Road and Bridge Funds to pave 6.2 miles of the Lyman Creek Road and to pave a parking lot. This would provide early-season access to an area frequented by snowmobilers.

ACTION ITEM

STAFF RECOMMENDATIONS: Staff recommends the Board approve \$39,400 of Road and Bridge funds for the City of Harrison project. Staff recommends the Madison County request be held for further review by the staff.

☐ IDAPA RULE ☐ IDAPA FEE ☒ BOARD ACTION REQUIRED
☐ BOARD POLICY ☐ INFO ONLY, NO ACTION REQUIRED

AGENDA
Idaho Park and Recreation Board Meeting
Ketchum, Idaho, August 4-5, 2003

AGENDA ITEM: Administrative Percentage Allowed
 Capital Improvement & Road & Bridge Funds

ACTION REQUIRED: **BOARD ACTION REQUIRED**

DIVISION ADMINISTRATOR: Rick Cummins

PRESENTER: Jane Wright

PRESENTATION

BACKGROUND INFORMATION:

There is no mention of administrative costs in the distribution formula for the capital improvement account or the portion of the account dedicated to road and bridge improvements in Idaho Code. Idaho Code § 57-1801, provides guidance concerning the capital improvement account:

The purposes for which moneys in the account may be used shall be to acquire, purchase, maintain, improve, repair, furnish, and equip parks and recreation facilities and sites in the state of Idaho. The park and recreation board is charged with the administration of the account for the purposes specified herein.... All claims against the account shall be examined, audited and allowed in the same manner now or hereafter provided by law for claims against the state.

The Attorney General Opinion No. 96-4 provides the following recommendation:

...the board may wish to consider a policy limiting the percentage of capital improvement account moneys (including road and bridge moneys) that may be allocated to general administrative costs.

Previously, administrative costs were identified separately using fund details and approved by the Board through the normal budget process. In Fiscal Year 2004, IDPR changed how administrative costs will be tracked. Allowable administrative costs will be tracked and recorded in one fund/fund detail (0247.06). Therefore a percentage needs to be approved for administrative fees for the capital improvement and road and bridge

account. The allowable administrative percentage for waterways and off road motor vehicle monies is set in statute at 20%.

ACTION ITEM

STAFF RECOMMENDATIONS: Staff recommends that the Board approve budgeting and expending a maximum administrative fee of 20% in Fiscal Year 2005 for both Capital Improvement and Road & Bridge funds. Should the related administrative costs of the department amount to less than the moneys apportioned for such purposes, the difference shall be returned to each Recreation Fuels Account equitably.

☐ IDAPA RULE ☐ IDAPA FEE **X BOARD ACTION REQUIRED**
X BOARD POLICY ☐ INFO ONLY, NO ACTION REQUIRED

AGENDA
Idaho Park and Recreation Board Meeting
Sun Valley, Idaho August 4 – 5, 2003

AGENDA ITEM: Snowmobile non-resident certificate waiver request

ACTION REQUIRED: **BOARD ACTION REQUIRED**

DIVISION ADMINISTRATOR: Dean Sangrey

PRESENTER: Chuck Wells

PRESENTATION

BACKGROUND INFORMATION: The 2003 legislature approved House Bill 64, which was drafted by the Department with the support of the Idaho State Snowmobile Association, that amended, 67-7104 NONRESIDENT SNOWMOBILE USER CERTIFICATE REQUIRED to include the following section:

(2) “In the absence of a bona fide program in the area or upon the request of a bona fide county snowmobile advisory committee of the nearest affected county in Idaho, the requirements for the nonresident certificate may be waived by the parks and recreation board on specific trails where the snowmobile trail grooming is solely supported by a state other than Idaho.”

The Montana Department of Fish, Wildlife and Parks has been grooming, as part of the Missoula Area Snowmobile Trail system, approximately 50 miles of snowmobile trails on the Idaho side of the of the Bitterroot Mountain Range in the Lolo Pass-Powell Ranger Station area. Grooming costs are paid entirely through the Montana State Snowmobile Program. No bona fide Idaho snowmobile trail system or program exists in or near that area. Based on the new authority granted the Board, The Montana Department of Fish, Wildlife and Parks has submitted a formal request to grant a waiver of our NRC requirement for snow machines operating on the trails groomed by the State of Montana as part of the Missoula Area Snowmobile Trail System. Maps have been attached to this action item detailing the location of the specific trails covered in the request. The waiver would be limited to snow machines operating on the groomed trails only.

ACTION ITEM

STAFF RECOMMENDATIONS: Staff recommends that, in the absence of a bona fide program in the area, the Board approve the request from the State of Montana.



Montana Fish, Wildlife & Parks

1420 East Sixth Avenue
PO Box 200701
Helena, MT 59620-0701
June 24, 2003

JUN 27

Rick Collignon, Director
Idaho Department of Parks and Recreation
PO Box 83720
Boise, ID 83720-0065

Dear Rick:

This letter is to serve as a request from Fish, Wildlife & Parks to the Idaho Department of Parks and Recreation to allow an exemption from the Idaho non-resident snowmobile use certificate and associated \$21.50 fee for Montana snowmobilers who snowmobile on trails in Lolo Pass-Powell Ranger Station area in Idaho. Specifically we request the exemption for those trails in Idaho groomed by the Missoula Snowgoers and financed with Montana Snowmobile Program funds.

Enclosed is a copy of a map titled *Missoula Area Snowmobile Trails 2003*. Please see the inset map in the lower left corner and the lower quarter of the large map that identify trails groomed by the Montana program in the Lolo Pass area of Idaho. Groomed trails in this area include:

- Route 595 from Lolo Pass to junction with 569
- Route 569 to Powell Pasture area and to Powell Ranger Station
- Routes 368, 369 and Pack Trail
- Routes 5670 and intermediate trail in the Glade Creek Camp vicinity
- Route 5671 from junction with Route 5670 and circling back to Packer Meadows
- Route 373 and 2186 to the Montana border
- Routes 5951 and 5952 from Packer Meadows to the Montana border

If we can provide more information, please let me know. We would appreciate your approval and implementation of this request beginning the winter of 2003 – 2004. Thank you in advance for your consideration.

Regards,

Doug Monger
Administrator
State Parks

Lolo Pass Winter Sports Area:

This is an area of shared winter recreational efforts of the Missoula Snowgoers and the congestion and diversified trail use requires that users exercise tolerance and good safety continue the high quality winter recreational need to recreate together in a courteous and broad-based support.

Please be respectful of all users:

- When encountering other users or
- Yield to faster skiers and snowmobilers
- Snowmobiles are not allowed on
- Dogs are not allowed on any groomed
- Pack it in – Pack it out!

It is against state law for motor vehicles. Please check at

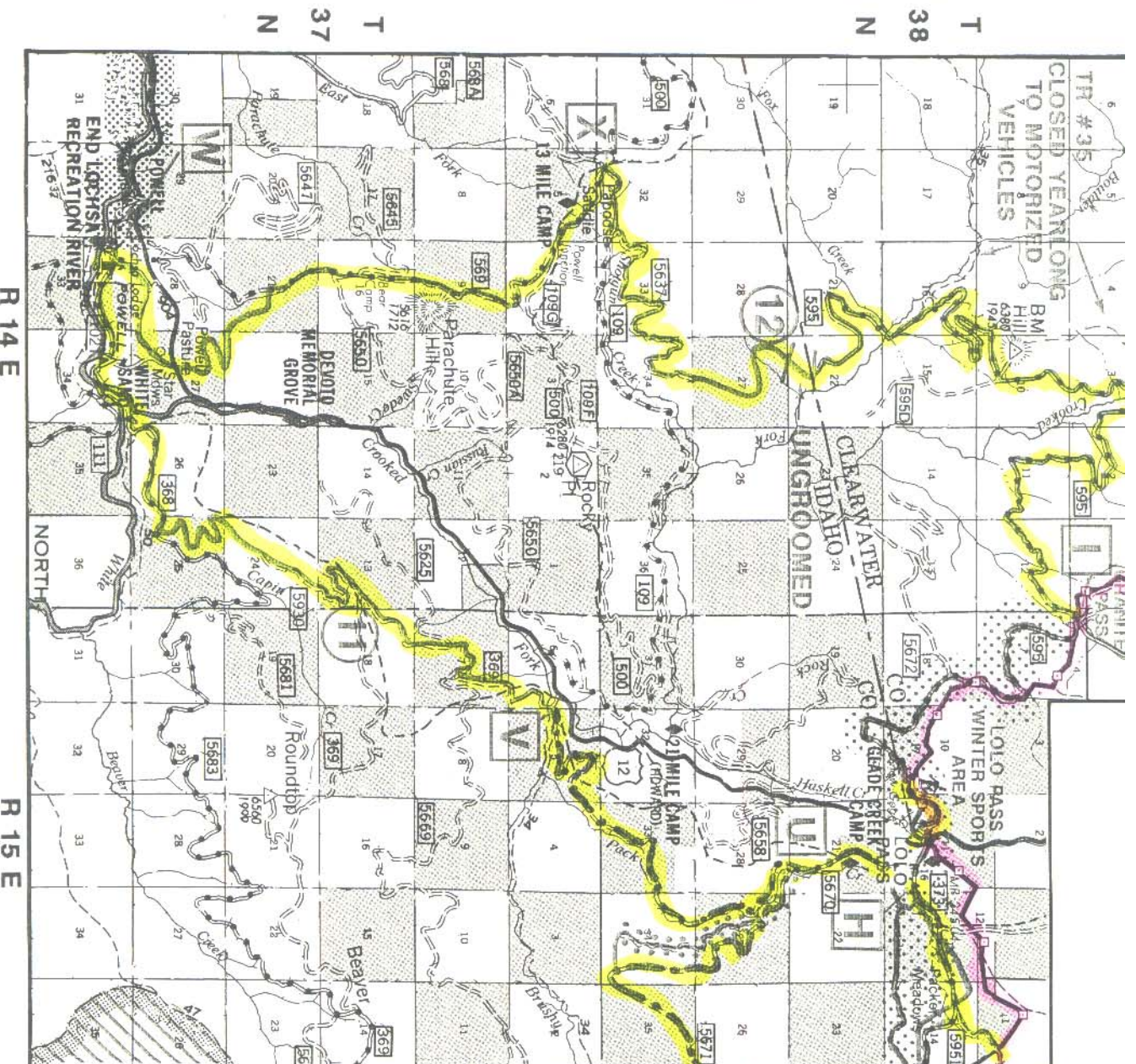
Some trails are not maintained snowmobile routes may be

BE AWARE THAT CROSSING OR DOG SLEDDERS MAY

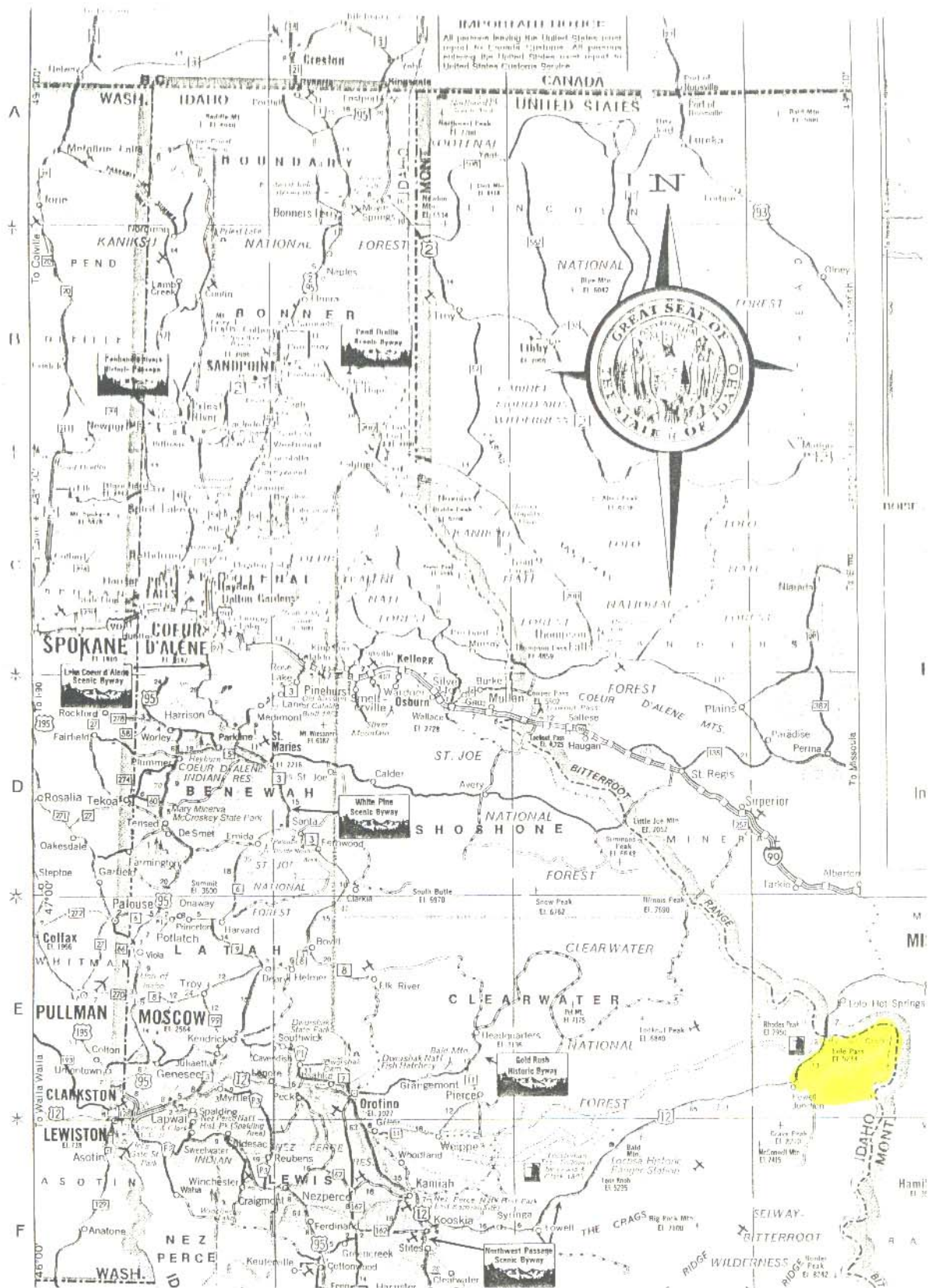
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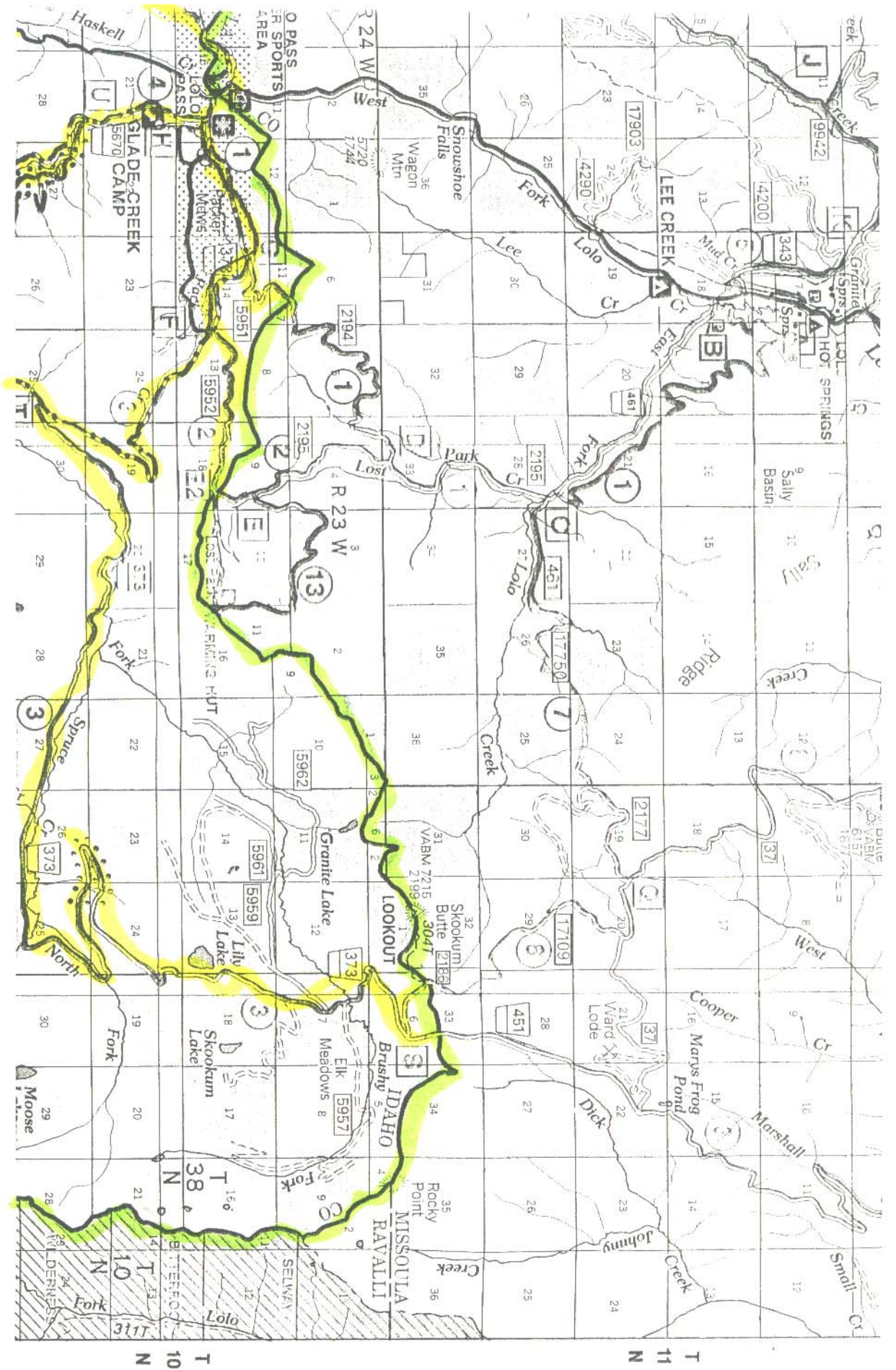
- Misso
- Powell
- MT D

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AVOID RUNNING OVER THE TREES



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☐ IDAPA RULE ☐ IDAPA FEE ☒ BOARD ACTION REQUIRED
☐ BOARD POLICY ☐ INFO ONLY, NO ACTION REQUIRED

AGENDA

Idaho Park and Recreation Board Meeting

Sun Valley, Idaho August 4-5, 2003

AGENDA ITEM: Treasure Valley Partnership proposal for Eagle Island State Park

ACTION REQUIRED: **BOARD ACTION REQUIRED**

DIVISION ADMINISTRATOR: Dean Sangrey

PRESENTER: Steve Frost

PRESENTATION

BACKGROUND INFORMATION: The Treasure Valley Partnership has approached the Department to discuss opportunities at Eagle Island State Park to help meet regional park and recreation needs. The partnership is dedicated to regional coordination and cooperation while maintaining the unique characteristics of the communities in the Treasure Valley. The partnership is composed of Ada and Canyon Counties, City of Meridian, Garden City, City of Nampa, City of Boise, City of Caldwell, City of Eagle, City of Star and the City of Kuna.

One of the partnership's main goals is to enhance open space and recreational opportunities in the valley. They have identified the need for a Regional Park that could provide a sports complex, equestrian trails and facilities, water sports and meet the outdoor educational needs of the Treasure Valley.

The Treasure Valley Partnership unanimously supports the development and operation of this unique public resource as a Regional Park and respectfully request that the Park and Recreation Board open the Eagle Island State Park master plan for additional public input and Board review to explore and facilitate this objective.

ACTION ITEM

STAFF RECOMMENDATIONS: Staff recommends opening the Eagle Island State Park master plan for additional public input and Board review to address the potential of the Regional Park concept.

☐ IDAPA RULE ☐ IDAPA FEE ☒ BOARD ACTION REQUIRED
☐ BOARD POLICY ☐ INFO ONLY, NO ACTION REQUIRED

AGENDA
Idaho Park and Recreation Board Meeting
Sun Valley, Idaho – August 4-5, 2003

AGENDA ITEM: Capital Inventory Needs (CIN) Program, Formerly the Acquisition, Development, Maintenance (ADM) List

ACTION REQUIRED: **BOARD ACTION REQUIRED**

DIVISION ADMINISTRATOR: Rick Cummins

PRESENTER: Myron Johnson

PRESENTATION

BACKGROUND: The Capital Inventory Needs (CIN) Program is a replacement program for the old ADM (acquisition, development and maintenance) list. Its implementation will fulfill 4 action items from the *IDPR Board Strategic Plan Initiatives, Horizons 2001-2005* Score Card. They include:

From the 2002 Score Card:

- Parks/Programs - Develop a five-year plan for addressing preventative maintenance, facility, signing, trail, resource and road improvement needs.
- Parks/Programs - Inventory department ADA compliance needs and develop a five-year plan.
- Stewardship - Update a list of critical resources and potential park sites that need protection.

From the 2003 Score Card:

Work Processes - Establish clearly defined capital budget categories including: preventative maintenance, park improvement and capital development.

The new project-planning document will be set up as an Excel workbook with 5 worksheets. They are entitled (in order of placement) Summary, Planning Needs, MCO Preventative Maintenance, Capital Improvement Enhancements, and Park & Recreation Needs.

The Summary sheet contains a compilation of information from the Planning Needs, MCO Preventative Maintenance and Capital Improvement Enhancements sheets.

The Planning Needs sheet contains a listing of planning documents and needs for parks and programs. For the parks, it will provide information for new or updated master plans, natural resource plans, cultural resource plans, marketing plans, etc. For the programs, the Planning Needs sheet will provide information on plans produced and the cycle for updates, as well as plans that are needed.

The MCO (maintenance of current operations) Preventative Maintenance sheet will contain a list of the parks' and programs' maintenance/repair projects. An MCO preventative maintenance project is defined as a project that provides for the maintenance or repair of an existing facility or infrastructure.

The Capital Improvement Enhancements sheet will contain a list of the parks' and programs' park improvement and new capital development projects. A park improvement project is defined as a project that significantly upgrades an existing facility or infrastructure. A capital development project is defined as a project that provides for a new capital facility or infrastructure.

The Park and Recreation Needs sheet will contain a list of identified park in holdings, adjacent critical resources, potential park sites and SCORTP-identified park and recreation needs/opportunities.

As the initial workbook is developed, all field and HQ infrastructure will be inventoried and assessed. During this inventory/assessment, preventative maintenance, park improvement and capital development projects will be identified; the parks' ADA compliance needs will be identified; and IDPR infrastructure will be mapped utilizing GPS/GIS technology.

Separate budget decision units will be established for MCO Preventative Maintenance and Capital Improvement Enhancements. The goal is to establish a \$1,000,000 dedicated fund for MCO Preventative Maintenance projects annually. Staff will present priority recommendations to the Board annually based on funding availability and needs.

ACTION ITEM

RECOMMENDATION: Staff recommends that the Board approve the Capital Inventory Needs Program as presented by staff.

☐ IDAPA RULE ☐ IDAPA FEE ☐ BOARD ACTION REQUIRED
☐ BOARD POLICY ☐ INFO ONLY, NO ACTION REQUIRED

AGENDA
Idaho Park and Recreation Board Meeting
Sun Valley, Idaho August 4 -5, 2003

AGENDA ITEM: Proposed Legislation

ACTION REQUIRED: **BOARD ACTION REQUIRED**

DIVISION ADMINISTRATOR: Dean Sangrey

PRESENTER: Dean Sangrey

PRESENTATION

BACKGROUND INFORMATION: Policy Staff will be meeting on July 23-24, 2003 to review legislative proposals for the 2004 session. Currently, we have two legislative ideas that are being discussed concerning ITD code relating to Utility Vehicles currently being registered as ATVs that do not meet the new definition of an ATV and the other relating to registered OHVs to operate within or across state highway right of ways. Both of these issues need to be clarified prior to moving forward with a statewide system of designated trails for OHVs.

ACTION ITEM

STAFF RECOMMENDATIONS: Staff will bring final recommendations for legislation to the Board for discussion and review at the meeting.

☐ IDAPA RULE ☐ IDAPA FEE ☒ BOARD ACTION REQUIRED
☐ BOARD POLICY ☐ INFO ONLY, NO ACTION REQUIRED

AGENDA
Idaho Park and Recreation Board Meeting
Sun Valley, Idaho August 4-5, 2003

AGENDA ITEM: Special Event Request for Ponderosa State Park

ACTION REQUIRED: **BOARD ACTION REQUIRED**

DIVISION ADMINISTRATOR: Dean Sangrey

PRESENTER: Steve Frost

PRESENTATION

BACKGROUND INFORMATION: The McCall Area has been awarded host status for the "2008 World Masters Cross Country Ski Event." The original site selected was located outside the park at the Little Ski Hill. Due to the fact that many of the trails at the Little Ski Hill are on Boise Cascade land and that Boise Cascade has begun selling off their land, another site must be selected. Tamarack Resort and Ponderosa State Park have both been approached as a venue site. Before the committee can make a final decision, a commitment must be forthcoming from our agency that we would be willing to host the event.

Park staff and the organizing committee will work together to develop a detailed estimate of direct costs to the park for hosting the event including how entrance fee requirements will be handled. Fees charged to the participants or sponsors of similar events have been set to cover the direct costs of the event, excluding IDPR personnel costs.

It is estimated that this event will generate close to five million dollars for the local and state economy. Approximately 1600 people from around the world are expected to participate and/or visit the area. In order to accommodate this request, the park will need to add 3 kilometers of new trail in an area currently slated for thinning and controlled burn. The Ponderosa State Park Staff and the local community have the necessary experience to successfully conduct this event.

ACTION ITEM

STAFF RECOMMENDATIONS: Staff recommends that the Park and Recreation Board grant permission to use Ponderosa State Park as the venue for the 2008 World Masters Cross Country Ski Event and authorize the Director and staff to negotiate with event sponsors and the community on how the cost of hosting the event will be handled.